

Role Description | Training Events Responsible

Team | Training Office

Accountable to | Training Office Coordinator, Vice President

Purpose of the Role

- To oversee EFPSA's Training Events and ensure their quality

Main Responsibilities

- To oversee the EFPSA Training events
- To ensure the quality of the events
- To promote the events with the help of the Events Office
- To document all the outcomes of the events
- To prepare materials for the EYF grant with the help of the Training Office Coordinator

Tasks

- To take care of the EFPSA Training Events (TAT, TtT, EA, TRAM and TRAC) by overseeing the work of the Trainers' Team and facilitate communication with the Org Com via the Events Office
- For each event:
 - To report the process to Training Office – bridging Org Com, Trainers' Team, Events Office and the Training Office
 - To create the plan of promotion for the events with the help of the Events Office
 - To select the Trainers' Team Coordinator with the help of the Training Office Coordinator
 - To select the Trainers' Team with the help of the Trainers' Team Coordinator
 - To assist the Trainers' Team with the selection process of the participants
 - To ensure that the theories presented during the events are evidence-based
- To oversee the follow-up of the event and evaluation process
- To co-create the topic selection of Train Advanced Trainers with the assistance of HIVE (Community of graduates of the Train Advanced Trainers event)
- To be responsible for choosing the topic of EFPSA Academy
- To actively promote TRAM and TRAC with the help of the Events Office
- To collaborate closely with the Training Events Coordinator
- To write up and finalise the handbooks from EFPSA Training Events with the help of the Training Image Responsible
- To oversee and write, with the help of the Training Office Coordinator, the EYF grant in collaboration with the Finance Office
- To collaborate with the Internal Training Responsible on supporting Org Coms with training sessions

- To collaborate with the External Training Responsible on topics related to the participation of external trainers in EFPSA Training Events
- To collaborate with the Training Community Responsible on the organisation of TRAC

Requirements

- Strong command of the English language
- Well organised and structured working style
- Being an EFPSA Trainer
- Organisation and coordination experience is strongly encouraged, but not essential

Please note that EFPSA's roles are always being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight, or state interest in this position, please contact the current TO Coordinator at trainings@efpsa.org