

## Role Description | Policy Team Member

*Team* | External Relations Office

*Accountable to* | President

### *Purpose of the Role*

- Helping the Policy Coordinator in developing and publishing policy and position papers of particular interest and significance to EFPSA

### *Main Responsibilities*

- To work with the Policy Coordinator on accurately and effectively promoting and presenting EFPSA's stance and opinion on various relevant and significant issues via the composition and publication of policy and position papers

### *Tasks*

- To conduct research, analysis and draft responses to a range of issues and topics and drafting comments and documentation in response to key and current issues
- To create surveys and analyse their results in order to gather feedback and opinions on key topics
- To present results to the Policy Coordinator and discuss the literature and research backing up the results
- To implement the results in the policy or position paper being issued
- To work with the Policy Coordinator in drafting and publishing joint position papers on relevant issues
- To review previous policies and position papers
- To create policies according to the needs of the Federation

### *Requirements*

- Strong command of the English language, especially in writing
- Excellent communication skills
- Time management and willingness to adapt personal schedules to the team

- Interest in ongoing matters within society and the field of psychology
- Interest in collaboration with externals
- Good knowledge of EFPSA, its structure and procedures

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 President at [president@efpsa.org](mailto:president@efpsa.org).