

<b>Job description</b>
------------------------

<b>Function/Role:</b>	TEW Coordinator
<b>Committee:</b>	Professional Training Standards Committee (PTSC)
<b>Terms:</b>	3 years
Elect/Shadow period:	1-year shadow period
Max. years of extension:	3 years
<b>Tasks and responsibilities:</b>	<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Cooperating with PTSC, implementing its decisions concerning the TEW, as well as making suggestions to PTSC when needed, related to clarifications regarding the training process and content of TEW, as well as its procedures and regulations.</li> <li>• Managing the whole process of the TEW from application to final feedback, following the TEW, as well as ensuring its continuity and development.</li> </ul> <p><b>Tasks</b></p> <ul style="list-style-type: none"> <li>• Taking care of the communication process with all parties involved (PTSC, potential candidates, staff involved, people hosting the TEW in their own countries)</li> <li>• Answering questions and providing information.</li> <li>• Cooperating with PTSC and EATA Treasurer in financial arrangements needed to organize the TEW (ex. venue, room spaces, coffee breaks, staff, hotel arrangements for staff).</li> <li>• Proposing dates and venues for TEW to PTSC, to be published in the newsletter and in the script trough ITAA.</li> <li>• Receiving and administering registrations, maintaining the deadline and number of participants decided in agreement with PTSC, while making efforts to accommodate those who want to participate. In case of cancellation find another participant and negotiate if necessary, about new deadlines.</li> <li>• Finding suitable staff members providing them with the needed information and maintaining communication with them (ex. making sure that the staff member as well as participants receive the needed information ,so that the TPO are sent by participants to the staff members before the deadline and, whenever possible, in the native language of the participant).</li> </ul>

	<ul style="list-style-type: none"> <li>Organizing the workshop design: schedule, group division, time slots, teaching parts for the different staff members, feedback sessions</li> <li>Managing the whole process <i>during the TEW</i>: plenary sessions, feedback sessions, presentation of TA organization and structure.</li> <li>Providing information to staff and participants during the workshop while ensuring good constructive working climate.</li> <li>Making sure that all participants and staff get all the necessary feedback during and throughout the TEW, while maintaining him/herself outside of the evaluation process during the TEW itself.</li> <li>Taking responsibility for practical arrangements on site, rooms, breaks, etc.</li> <li>Assist in solving any problem that might arise.</li> </ul>
<b>Competencies:</b>	Meaningful professional experience in training teaching and supervising, experience in teamwork and in working with multicultural groups.
<b>TA competencies and requirements:</b>	TSTA experienced in the helping professions in team work and in group work, competent in group dynamics, with experience in managing leadership roles with good experience and understanding of organizational functioning.
<b>Special requirements:</b>	Very good English-speaking skills, and knowledge of at least one other language. Cultural sensitivity
<b>Other:</b>	

Reviewed

Chair of PTSC Eva Sylvie Rossi	General Secretary Annamaria Cser	EC Member Peter Rudolph
Date: 01/06/2020	Date: 22/05/2020	Date: 29/03/2020