

JRP Role Descriptions 2017-2018

The **Programme Manager** is responsible for coordinating the team, expanding the programme, as well as for communication with programme stakeholders and external partners. He or she is also overseeing the organisation of the JRP Internship and Conference.

The **Research Officer's** responsibilities include coordinating and preparing the Research Supervisors and Junior Researchers prior to and during the entire JRP Cohort. This person will coordinate dissemination plans for all 2018-19 JRP research teams, including the methodology papers for our partner journal *Frontiers in Psychology* and Conference. The role is longer than other positions, beginning officially in January 2018 and ending September 2019.

The **Scientific Affairs Office** oversees the scientific aspects of the internship and Conference, guiding and supporting the interns in their tasks. Another individual or team will be responsible for organising the scientific aspects of jMeeting and jSchool.

The **Finance Office** consists of two individuals who split fundraising activities and budgetary management. It also involves engaging with current and new partners of the programme. Financial Officers may also engage in other tasks.

The **Public Relations Office** is responsible for the promotion of the JRP with the aim of engaging psychology students and making our mission more visible, particularly to boost the profile of young researchers. It includes at least one native speaker to ensure high quality of public material. This position is mainly concerned with managing online material and social media, but other media are likely. One designated person will be responsible for the technical aspects of the website management.

The **jSchool Team** is led by a Local Coordinator (responsible for the venue and other local aspects), and supported by an International Coordinator (working with both the jSchool and general JRP team), Finance Officer (accounting), Partnership Coordinator (fundraising and general communication), as well as a Scientific Officer (responsible for the scientific programme like lectures and the poster session). The structure is subject to change if deemed practical and approved by the Director and Deputy Director.