

JRP Role Descriptions 2018-2019

The **Director** is responsible for coordination and delivery of all JRP objectives. He or she is also responsible for representing the Programme in all official capacities.

The **Deputy Director** is in charge of the creation of programme policies, their sustainability and evaluation, as well as building a long-term structure together with the Director. He or she is also responsible for adequate documentation and training of new team members.

The **Programme Manager** is responsible for general leadership and coordination the team, delegating day-to-day business, as well as for communication with programme stakeholders and external partners. He or she should also oversee 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 2019-20 JRP research teams, including the methodology papers for our partner journal and the Conference. The role is longer than other positions, beginning officially in October 2018 and ending in September 2020.

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, as well as scientific partnerships.

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. 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 a—preferably local—team of associate Coordinators. The structure is subject to change if deemed practical and approved by the Director and Deputy Director.