

JRP Role Descriptions 2020-2021

This list and its content are not exhaustive. Applicants are encouraged to suggest new projects or offer their help in unique roles. To increase success of such an application, it is advisable to discuss such roles with the responsible Director first. The Board of Directors may change the title of a position in agreement with the person appointed to the role, if sensible. Upon successful application, some volunteers may be offered special or senior positions within a Team based on outstanding work within the previous teams.

Directors have to confirm their appointment annually and outline their goals for the coming year. Positions in the jCouncil are by appointment through the Board of Directors only. Volunteers appointed to the jCouncil only have to confirm their appointment once from 2020.

The **Programme Manager** is responsible for delegating day-to-day business, as well as for communication with the current cohort and production of most documents requested by participants. He or she should also organise the JRP Internship and Conference under oversight of the Director of Operations.

The **Team Coordinator's** main task is to monitor all activities within the programme and delegate tasks within the team. He or she will also organise internal meetings and support the Director of Operations in administrative tasks.

The **Public Relations Office** is responsible for the promotion of the JRP with the aim of engaging 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 **Alumni Team** works on all aspects regarding the engagement of JRP Alumni. This includes the maintenance of the Mentoring System, updating Alumni, Alumni event organisation, and future projects.



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 2021-22 JRP research teams, including the preregistrations and the Conference. The role is longer than other positions, beginning officially in January 2021 and ending in September 2022.

The **Scientific Affairs Office** oversees the scientific aspects of the programme, 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 team is supervised by the Director of Research. Applicants may also choose to propose projects specifically related to Open Science and best practice implementation, subsequently working with the Director of Open Science.

The **Finance Office** consists of at least two individuals who work on 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 **jSchool Team** is led by the jSchool Director (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 jSchool Director.

