

JRP Role Descriptions 2023-2024

This list and its content are not exhaustive and are merely intended as general guidance. To increase success of your application, it is advisable to discuss your intended role with the responsible Director first. The 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 in previous years.

Directors do not have to re-confirm their appointment. Positions in the jCouncil are by appointment through the Directors only. Volunteers appointed to the jCouncil only have to confirm their appointment.

The **Programme Manager** is responsible for delegating day-to-day business, monitoring all activities within the programme and collaborating with the Director of Operations in administrative tasks. They should also organise one of the three JRP events.

The **Public Relations Office (PRO)** 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 and creating online material and social media. PR Officers will work closely with all other teams to promote events. 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 on developments within the programme, Alumni event organisation, and future projects. Roles within this team will work closely with the PRO to promote alumni achievements within and outside of the network.

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 2024-25 JRP research teams, including the preregistrations and the Conference. The role is longer than other positions, beginning officially in January 2024 and ending in September 2025.

The **Scientific Affairs Team** 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.



The **Finance Office** consists of 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 or any volunteer at Director-level who chooses to oversee the event (responsible for the venue and general management of the jSchool week) and supported by a - preferably local - team of associate Coordinators, *preferably two individuals*. The structure is subject to change if deemed practical and approved by the Director overseeing jSchool.