



# External Relations Team Member

Part of team: External Relations Office

Accountable to: External Relations Coordinator

Responsibilities of the team: developing and maintaining BFPS' external collaborations, with the goal of sharing best practices and improving our visibility

## Main responsibilities and tasks

- Organisations Collaborations Responsible
  - Developing and maintaining contact with other national student organisations
  - Collaborating on projects and events and exchanging information
- Guiding and supporting the professional liaisons in maintaining collaboration and communication with our existing professional partners
  - Ensuring our agreements are withheld and all conditions are met
  - Send updated partnership renewals in a timely and efficient manner
- Guiding and supporting the student liaisons in maintaining collaboration and communication with our existing student partners
  - Ensuring our initiatives are shared via social media
  - Facilitate possible collaborations between BFPS and the student organisation(s)

## Specific requirements

- Excellent communication and networking skills
- Good knowledge of BFPS, its structure, procedures and values
- Decent command of the French language is a big plus

## General requirements

- A passion for teamwork
- Good communication skills
- Flexible and available to attend team meetings (mostly digital)
- Available to help at events organised by BFPS
- Strong command of the English language
- Able to work with online (communication) tools (Google Workspace, Messenger, Zoom, etc.)

Don't worry if you don't tick every requirement listed above.

Enthusiasm is your most important asset!

## Practicalities

The mandate runs from the 1<sup>st</sup> of September until the 31<sup>st</sup> of August.

Should you have any questions, please do not hesitate to contact us at [info@bfps.be](mailto:info@bfps.be).