



## Student Platform Occupational Therapy

### Vacancy Descriptions

Application closing date: **5th February 2018, 4pm**. Please send applications to: [info@spoteurope.eu](mailto:info@spoteurope.eu)

#### 1) SPOTEUROPE BOARD MEMBERS

We want to create a **board of around 5 members** who can run SPOT with us.

Board members will:

- Offer specific skills or interests to assist in the general running of SPOT.
- Have ownership of their area of practice, liaising regularly with other members for support and ideas.

#### **Board positions we are looking to fill:**

##### BLOGGER.

Responsible for:

- Monthly blog entries on SPOTs activities, or interesting Occupational Therapy topics etc.
- Sourcing students and professionals from around Europe as guest bloggers.

##### WEBSITE AND FORUM ADMINISTRATOR.

Responsible for:

- Keeping SPOTs website and forum up to date.
- Regularly moderating and engaging in the forum in order to keep it active, informative and fun.

##### SOCIAL MEDIA LEAD.

Responsible for:

- Developing SPOTs social media presence and following.
- Using social media to promote SPOTs activities, development and use of our forum.

##### SECRETARY/ADMINISTRATOR.

The 'backbone' of SPOTEurope! Responsible for:

- Emails, record keeping and stocking of promotional materials etc.
- Putting together and distributing a monthly newsletter.
- And more!

##### OUTREACH LEAD.

- Making and maintaining links with potential partnership organisations such as universities, OT organisations, governing bodies, students etc.

## 2) SPOTEUROPE PANEL

We are recruiting a panel of 30 students from different schools across Europe.

- Do you have a critical eye and can provide us with honest, constructive feedback on new developments and plans?
- Your input will be needed at key points throughout the year, such as board meetings and ENOTHE annual meeting preparations.
- You'll be contacted periodically for feedback on issues like website usability and can make contact with the board at any point to offer your thoughts.
- Ideal role for those who are not able to be involved in the day to day running of SPOT but are invested in its development and future.

## 3) SPOTEUROPE REPRESENTATIVES

**We aim to have a motivated SPOTeurope representative in every Occupational Therapy learning institute in Europe.** (Check our website to see if we have a rep in your School)

- You will have the freedom to promote SPOT, as well as your school and region, in your own style. Make this role your own!
- You will have the support of the SPOT board and wider SPOT community, but also the autonomy to be creative within your activities.
- This role can be held by a single person from each institute or shared between 2 students.

In the future we hope to create '**Mini SPOTs**' within learning institutes across Europe. There will be an overlap between the role of representative and that of Mini SPOTS, so representatives should be keen to engage in the creation and running of this.

- 'Mini SPOTs' will be small teams of students who promote SPOT and internationalisation within their school and region and share their activities with the wider SPOT community.
- Currently being piloted in Holland. **If you and any of your peers are interested in setting up a mini SPOT in your school, let us know.**

## 4) INDIVIDUAL OT STUDENTS

Everyone has different commitments. If you cannot commit to one of these roles, but still want to be involved, there is lots you can do! Here are some ideas, but please let us know if you have others!

- Follow us on social media.
- Let us know of any interesting projects in your region or within the wider world of OT.
- Write a guest blog entry.
- Let us know about any useful OT links, Facebook pages, assessment tools etc.
- Engage with our online forum.

**If you have any questions about any of the listed vacancies, please contact us and ask!**