

The EUROPAEUM

Programme Director, Core Activities

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| Job title | Programme Director, Core Activities |
| Location | 70 Woodstock Road, Annex 3, Oxford OX2 6HR; plus international travel to Europaeum events |
| Salary | £42,000 pro rata |
| Hours | 22 hours/week (60%) on average with peak periods during events; can be occasionally weekends and during standard holiday periods |
| Contract type | Permanent |
| Reporting to | Executive Chair, The Europaeum: Hartmut Mayer |
| Starting date | 1 September 2022 or as soon as possible thereafter |

About the Europaeum

The Europaeum is an association of 18 leading European universities that brings postgraduate students from different Humanities and Social Science disciplines together to deepen their knowledge and reflect on European issues. For thirty years we have successfully encouraged collaboration between top European research universities, facilitated tripartite dialogue between academics, students, and those working in the public and private sectors, and contributed to European-wide debates about culture, politics, and society. We organise a range of events each year for postgraduate students in two streams: our 'Core Activities', which include annual events such as our Spring, Summer and Winter Schools, and our flagship initiative, the two-year Europaeum Scholars Programme, for doctoral candidates.

The Europaeum was founded by the University of Oxford in 1992, but has been a separate entity since 2003 and therefore is no longer part of the University. However, the University of Oxford remains a member of the network. Our education programmes take place in close cooperation with our member universities and external bodies. They are normally only open to postgraduate students from within the network. The majority are multidisciplinary in nature and many combine academic perspectives with those of non-academic practitioners and stakeholders. The topics are varied, but align with the three Europaeum themes: European History and Culture; European Policy Making; and European Liberal Democracy and Citizen Engagement.

Job Description

The post-holder is the main person responsible for the design, organisation and delivery of the Europaeum's Core Activities. This is an exciting part-time opportunity to join a small team to develop and deliver unique educational programmes to some of the brightest postgraduate students in Europe. The role will include designing programmes, booking speakers and liaising with contacts at member universities. The Executive Chair will offer advice on the intellectual content of all activities and will have final decision authority on content in case of any doubt. The Europaeum office is a very small organisation and so flexibility and a willingness to turn one's hand occasionally to whatever is required is essential.

Europaeum events have a very strong student element and an emphasis on 'active learners' rather than passive listeners. Every student participant is required to make a significant contribution to the success of the event, either in the form of giving a paper presentation, taking actively part in discussion/working groups, or acting as a discussant to a peer's paper. The postholder will therefore be required to ensure such active participation is adhered to and encouraged, and will in all cases have to moderate working groups, chair sessions or take an energetic lead to make the event experience a meaningful and positive one for all participants.

All events organised under the 'Core Activities' label will require full attendance by the Programme Director. This is a 60% appointment averaged across the year, but during the delivery of the core events full time commitment will be essential. A willingness to travel is also essential as our events take place across our university network.

The headquarters are rented from St Antony's College and it is expected that the successful applicant will be based in the Europaeum office on a regular basis. The Europaeum contributes to a very generous external pension scheme, currently at the rate of 21.1% (employer contribution). For further information, please consult the website on <https://europaeum.org/>

This role requires a person in post who can reliably provide the foundations needed for the smooth running of all core events and would suit someone with excellent organisational skills and a high standard of attention to detail. It would suit someone who has a creative and enthusiastic approach to academic workshop planning, a keen interest in events with a strong student experience element, and an interest in combining academic and policy thinking. The successful applicant is likely to expand their experience and knowledge of European universities, and their European academic and non-academic networking contacts considerably. This unique opportunity to work in the heart of Oxford as well as in an international context of 18 of Europe's best universities is a highly attractive position for someone who is interested in making a real difference to academic exchange across the continent. It might particularly suit an early career researcher keen to develop a broad profile, expand their contacts in the policy world and develop their experience of academic event design and organisation.

Responsibilities

The post-holder's responsibilities include the following:

- Attending all core events in person (or if the event is online, virtually)
- Designing event programmes together with partners
- Selecting and booking speakers and communicating with them pre- and post-event
- Contributing to occasional events personally with talks / workshops within their own discipline area when appropriate
- Moderating group discussions
- Booking venues and other event logistics, if required
- Liaising with contacts at member universities about logistics and ensuring everything is in place to run a successful event
- Ensuring that all required technology is in place for the functioning of online and hybrid events
- Liaising with other members of the Europaeum team in order to produce professional event posters and programmes
- Selecting student participants from a pool of applicants

- Maintaining student participants lists, communicating/liasing with all participants and speakers pre-and post-event
- Assembling appropriate conference materials such as abstracts, papers and participants' bios
- Operating within a budget
- Quality assurance: evaluating the student feedback post-event and making recommendations on improvements to the delivery of core events, in the light of lessons learnt
- Helping to prepare event reports for the Europaeum website
- Preparing detailed reports on core activities for Europaeum committees
- Attending regular team meetings with the Europaeum team
- Occasional management of short term support staff

Selection Criteria

The following are essential:

- Either a doctoral degree qualification (or equivalent qualification) in the humanities or social sciences relevant to the EUROPAEUM's Programmes. This could include subjects such as history, politics, international relations, law, economics or any discipline within the broader field of cultural studies, such as literature, film, art history, linguistics, modern languages or classics. Or a similar level of experience gained in a work environment.
- Experience of event organisation
- Experience of working within an academic environment
- Experience of university teaching
- Experience of working with external practitioners and stakeholders, whether in business, policy making, or the cultural sector
- A student-centred approach to learning
- An interest in multi- and interdisciplinary thinking and in combining academia with the policy world
- A proactive/imaginative approach to event theme and design
- A willingness to travel
- A pro-active and flexible attitude and an interest in identifying areas for improvement
- Well-developed polite and professional verbal and written communication skills
- Strong interpersonal skills, including tact and diplomacy, and the ability to establish good working relationships with a range of people and teams
- Willingness to develop in the role and undertake further training to contribute towards personal and professional development
- An ability to deal with confidential matters in a professional manner
- Clear commitment to the values of the Europaeum

The following are highly desirable:

- Experience of post-graduate and doctoral level teaching
- A high standard of administrative skills gained in challenging roles, including: excellent standards of accuracy and attention to detail; organisational and time management skills; flexibility

- A working knowledge of one or more European languages other than English
- Good IT skills
- An existing network of relevant academic and/or non-academic contacts

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender re-assignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation. The Europaeum is an equal opportunities employer.

The Application Process

Applications will be considered until 17 June. All applications should be submitted by email to hr@europaeum.org

Applicants should submit the following in support of their application:

- A cover letter/statement, of why you consider yourself well suited to this position
- A full CV
- The names of two referees, including information as to whether they can be contacted pre-interview or not.

For informal queries, please contact Hartmut Mayer on hartmut.mayer@spc.ox.ac.uk

We expect to hold interviews on 6 July.

Please make sure you check your Junk Mail folder during the entire recruitment process.

Pre-Employment Screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Appendix: Europaeum Core Events

Core Events to be organised each year and attended by the Core Events Programme Director are:

Brussels Policy Seminar, in cooperation with EU institutions (2 days)

Spring School, Oxford (2.5 days)

Summer School, location rotates between member universities (5 days, with a strong cultural/extra-curricular element)

Classics Colloquium, location rotates between member universities (2-2.5 days)

Winter School, location rotates between member universities (3-4 days)

Estoril Political Forum, IEP Lisbon (3 days). The broader conference is organised entirely by the IEP at Católica Lisbon and the Europaeum contributes with a role-play political debate among a small number of students drawn from across the network.

In addition, up to three more on site events, themes and locations vary (2-3 days each). These events make use of the local expertise and enthusiasm at member universities:

Online seminar. These short seminars draw on the resources of the network and take place every 1-2 months. Subjects will vary.