

## The EUROPAEUM

Assistant Programme Director (Ideas & Future Leaders of Europe)

<b>Job title</b>	Assistant Programme Director
<b>Location</b>	70 Woodstock Road, Annex 3, Oxford OX2 6HR; plus international travel to Europaeum events
<b>Salary</b>	£35,000–37,500 pro rata
<b>Hours</b>	22 hours/week (60%) on average with peak periods during events; can be occasionally weekends and during standard holiday periods
<b>Contract Type</b>	Temporary (5 months)
<b>Starting Date</b>	11 May or as soon as possible thereafter
<b>Reporting to</b>	Executive Director (Internal Management), Dr Tracey Sowerby
<b>Application Deadline</b>	26 April 2026 (23:59 BST)

### About the Europaeum

The Europaeum is an association of 17 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-four 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 'Ideas Programme', which include annual events such as our Spring, Summer and Winter Schools, and our flagship initiative, the two-year Europaeum Future Leaders of Europe: Europaeum Scholars' Programme, for doctoral candidates interested in policy making and committed to making Europe a better place.

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 our 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; Policy Making in Europe; and European Democracy and Citizen Engagement.

## **Job Description**

This is an exciting opportunity to gain international experience working with post-graduate students on academic, multi-disciplinary, and policy-related initiatives.

You will work in close cooperation and under the direct supervision of the two existing Programme Directors, Dr Miles Pattenden (Ideas) and Dr Tracey Sowerby (Future Leaders of Europe), while they take on additional responsibilities as Interim Executive Directors.

You will assist the Ideas Programme Director in the delivery of events across the Summer and Autumn of 2026 and the design of events in 2027. The themes of the events that are planned include 'Creativity and Innovation', 'Space Governance', and 'The Individual in the Age of AI'. This will involve travel to member universities, including the Jagiellonian (Krakow), Helsinki, and LMU Munich, and to Brussels.

You will also assist the Director of the Future Leaders of Europe/Europaeum Scholars' Programme with the organisation of module content in late 2026 and throughout 2027. These include modules on 'Democratic Resilience and Depolarisation in Europe' and 'New Technologies and European Policy'. You may also be asked to assist with elements of a module to take place in Brussels in early September 2026.

Another area of responsibility will be to work with the Programme Directors on the content of our Online Seminar for which 90-minute seminars are scheduled in May, July, September, and November.

The duties outlined above may include booking speakers and liaising with contacts at member universities. They will include working closely with other members of the Europaeum team, including our Administrator. It is possible that you may, additionally, be asked to assist with fundraising e.g. helping to prepare grant applications.

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 an active 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. They will in any case be required to chair sessions and moderate some discussions.

In person attendance at some events will be required. This is a 60% appointment averaged across the five months, but during the delivery of 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 (but some work from home is negotiable). 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 would suit someone who has a creative and enthusiastic approach to academic events, 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, their European academic and non-academic networking contacts, and their knowledge of European policy areas.

This unique opportunity to work in the heart of Oxford as well as in an international context of 17 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 would 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 most Ideas Programme events in person (or if the event is online, virtually).
- Attending one module of the Futures Leaders of Europe Programme, most likely that in Oxford in July 2026.
- Assisting the Programme Directors in designing event programmes together with partners.
- 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.
- Taking primary responsibility under the supervision of the Programme Directors for the Online Seminar.
- Assisting in the selection of student participants from a pool of applicants for the Ideas Programme.
- Assembling appropriate event materials such as abstracts, papers, and participants' biographies.
- Assisting with quality assurance by evaluating the student feedback post-event.
- Helping to prepare event reports for the Europaeum website and social media posts.
- Reporting to the Programme Directors.
- Attending team meetings with the Europaeum team as required.
- Assisting with fundraising if required.

### **Selection Criteria**

The following are essential:

- A doctoral degree in the humanities or social sciences relevant to the Europaeum's areas of activity. 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. Candidate who have submitted their doctoral theses but not yet been given leave to supplicate will be considered.
- Clear commitment to the values of the Europaeum.
- Experience of university teaching.
- Experience of event organisation.
- A willingness to travel.
- A student-centred approach to learning.
- Strong interpersonal skills, including tact and diplomacy; well-developed, polite, and professional verbal and written communication skills; a pro-active and flexible attitude and an interest in identifying areas for improvement.
- An ability to deal with confidential matters in a professional manner.

The following are highly desirable:

- Experience of post-graduate and doctoral level teaching.
- Experience of working with external practitioners and stakeholders, whether in business, policy making, media, or the cultural sector.
- An interest in multi- and interdisciplinary thinking and in combining academia with the policy world.
- Good IT skills.

- A working knowledge of one or more European languages other than English.
- A high standard of administrative skills, including excellent standards of accuracy and attention to detail; organisational and time management skills; flexibility.
- A willingness to develop in the role.

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. We welcome applicants from any background.

### **The Application Process**

Applications will be considered until **23.59 BST on 26 April**. All applications should be submitted by email to [hr@europaeum.org](mailto: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 CV of not more than 6 pages.
- One reference sent confidentially to [hr@europaeum.org](mailto:hr@europaeum.org) in advance of the application deadline and the name of a second referee who can be contacted in the event of your shortlisting. You can indicate if you would prefer us not to contact this referee unless you are offered the post.

For informal queries, please contact Dr Tracey Sowerby on [scholarsprogramme.director@europaeum.ox.ac.uk](mailto:scholarsprogramme.director@europaeum.ox.ac.uk)

We expect to hold interviews on **5 May**.

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 have not 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 Events**

Ideas Programme Events for 2026–27 include

- Leadership Challenge, Freie Universität Berlin, 18–19 May
- Estoril Political Forum, IEP Lisbon, 1–3 June
- Summer School, Krakow, 7–9 July
- History & Classics Seminar, LMU Munich, 15–17 September
- Brussels Policy Seminar, in cooperation with EU institutions, 29 September–1 October
- Technology Forum, Helsinki, 19–20 October
- Lisbon Media & Communications Winter School, January 2027
- Winter School, Barcelona, February 2027
- Spring School, Oxford, March–April 2027
- Online seminar. These short seminars draw on the resources of the network and take place every 2–3 months. Subjects will vary.

Future Leaders of Europe/Europaeum Scholars Programme Events:

- Opening module, Oxford, 13–18 July
- Brussels module, 7–12 September
- Budapest module, 7–12 December