

Programme Officer

Further Particulars and Job Description

About the Europaeum

The Europaeum is an association of sixteen leading European universities, established by the then Chancellor of Oxford University, Lord (Roy) Jenkins, in 1992. It focuses primarily on the humanities and the social sciences. It has recently undergone a substantial restructuring and the person appointed to the Programme Officer will play an important part in helping to bring the benefits of these changes to full fruition.

Job Description

The title will be "The Programme Officer, The Europaeum". The job will be located in the Head Office of the Europaeum, in rooms rented from St Antony's College, Oxford. The position will be Grade 5 on the University Salary scale with a salary of £25,000 per annum (pro rata). It will average 50% time (based on a full-time of 36.5 hours per week, but with some peak periods and occasional requirements to work during weekends where a conference timetable requires this). There may be some opportunities for the work to average more than 50% (with pro rata adjustment to pay). It is a fixed term position starting on 1 June 2019, or as soon as possible thereafter, and running at least to the end of December 2019. It may be extended to Easter, 2020, but almost certainly not beyond that. The post-holder will report directly to the Acting Director of the Europaeum, Dr Hartmut Mayer, but will also be expected to assist Dr Andrew Graham, Executive Chair, Dr Tracey Sowerby, Programme Director, and Susanne Heinrich, Administrator.

The Role

We currently have three main strands of work underway: (i) an annual programme, including Spring and Summer Schools and a wide range of seminars; (ii) a two-year Europaeum Scholarship programme involving four intensive 4-5 day long modules each year (with a new round of admissions commencing in autumn 2019); and (iii) a major conference on "The Future of Europe" to be held in Geneva in from 21-24 November 2019.

The post-holder will be required to assist with all of these, but will play a central role in organising the November conference. This will include liaising with speakers, assisting in the maintenance of a good balance of disciplines, booking accommodation, arranging travel for speakers and other participants, maintaining accurate accounts and remaining within budgets.

From the early autumn onwards, the Europaeum will be seeking a fresh set of applications for its Europaeum Scholarship scheme and establishing an Alumni Network. The Programme Director has overall responsibility for this, but the post-holder will be required to assist in activities such as: publicising the programme, arranging the recruitment and selection of scholars; preparing offer letters; and maintaining databases.

The position is particularly likely to appeal to someone who would like experience of working in a small organisation, with a strong academic base but seeking to intensify the connections between academia and the wider society, especially in Europe. Despite being small, the Europaeum has an extensive set of interactions with the policy making world and with top universities across Europe and the successful applicant is likely to expand their experience, their knowledge and their skill set considerably.

Responsibilities

The post-holder's responsibilities will include the following:

- Assisting the Acting Director and the Executive Chair in the organisation of the November Conference on The Future of Europe. This will require accurate correspondence, travel booking, venue booking, delegate accommodations, and overseeing technical support such as audio-visual equipment.
- Assisting the Acting Director in the organisation of the "Core" activities of the Europaeum, including help with the recruitment and selection of students attending Europaeum events and courses; preparing offer letters; and maintaining databases.
- Assisting the Programme Director in publicising the European Scholars Programme, in liaising with member universities and in processing applications.
- Assisting the Administrator, including maintaining the Europaeum web pages with regular updates on activities, data collection, accounts and related activities; and assisting with IT support (software installation, minor hardware support, printer maintenance).

Selection Criteria

The following are essential:

1. A good first degree followed by the satisfactory completion of a graduate degree (either masters or doctorate). [Someone who has submitted their doctoral thesis, but has not yet been examined, may apply, provided their application is accompanied by a statement from a supervisor indicating that success in the exam is very likely.]
2. Accuracy and attention to detail.
3. Clear administrative abilities, and a capacity to prioritise complex and competing demands in a busy working environment.
4. Excellent IT skills, including substantial experience of Microsoft Office.
5. The confidence to work with minimal supervision combined with the good sense to know when guidance is required.
6. Exceptionally strong interpersonal skills, including tact and diplomacy, and the ability to establish good working relationships with a widespread range of people (senior and junior, in and outside the UK and inside and outside academia) as well as, more intensively, with a small local team.
7. Evidence of a strong interest in connecting academic ideas with policy making in NGOs, and/or the private sector and/or the public sector
8. Being able to give a full-time commitment in Geneva when the Conference is taking place (21-24 November 2019). [It would also be helpful, if the need should arise, to be able to be in Prague (19-23 June).]

9. Clear commitment to the values of the Europaeum

The following qualities would be highly desirable:

1. Knowledge of more than one European language.
2. Knowledge of one or more of the member universities (in addition to Oxford).
3. Knowledge of European Affairs.
4. Knowledge of making either research grant applications or bids to Foundations

The Application Process

The closing date for applications is **12 noon on 15 May 2019**. All applications should be submitted by email to Susanne Heinrich at the following email: administrator@europaeum.org. Anyone with queries should address them to Susanne at this same address or telephone 01865-284482.

Applicants should submit the following in support of their application:

- (i) A statement, in not more than 500 words, of why they consider themselves especially well-suited to this particular position.
- (ii) A clear statement of when they would be able to start and, if selected, how long they would be able to remain in this post.
- (iii) A full CV.
- (iv) The names of two referees.

They are also requested to forward these Further Particulars to their chosen referees. They should ask **ONE** of their referees to send a letter of support directly to Susanne Heinrich at the email above. **All of the material mentioned above, including the one reference, must arrive by the closing date. Please make sure you remind your referee to send their support by the deadline. The second reference will be taken up only if the applicant is short-listed for interview.**

Interviews will be held in Oxford after 12 noon on Monday, 27 May 2019. Regrettably, there is no flexibility in this date.

Pre-Employment Screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references.

