

## Job Description & Further Particulars

<b>Job title</b>	Administrator, The Europaeum
<b>Location</b>	70 Woodstock Road, Annex 3, Oxford OX2 6HR; some international travel to Europaeum events
<b>Salary</b>	£29,500
<b>Hours</b>	36.5/week (full-time); some peak periods during events, can be occasionally weekends
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Executive Chair, The Europaeum: Hartmut Mayer

### The Role

The post-holder is the key administrator at the core of the general logistics and the wide ranging activities of the Europaeum. The Europaeum is an association of 18 leading European universities that brings students from different disciplines together to deepen their knowledge and reflect on European issues. Its education programmes (Scholars Programme modules, Spring Schools, Summer Schools and workshops) take place in close cooperation with its member universities and external bodies. They are normally only open to students and academics from within the network.

The position would suit a person who thrives at the centre of a University network across Europe, and is autonomous and independent enough to work in the Oxford-based office with limited direct supervision. In addition to running the basic functions of the Europaeum (a charity as well as a limited company by guarantee), the Administrator also supports two Programme Directors (Core Activities and Scholars Programme, both part-time) with administration of applications to their programmes (<https://europaeum.org/programmes/events-activities/>). Occasional event attendance in Oxford and abroad will be required. The Administrator also services academic committees and deals with the financial and accounting affairs of the Europaeum. The Europaeum team also includes a full-time Alumni & Communication Officer.

The position is particularly likely to appeal to someone who already has experience of university administration, who now seeks a new challenge. Alternatively we would also consider applications from recent graduates (master's and above) from relevant fields who want to embark on a new career path in University administration. The Europaeum office is a very small organisation and so a willingness to turn one's hand to whatever is required and flexibility is essential. The Administrator role requires a person in post who can reliably provide the foundations needed for a smooth running of all aspects and would suit someone with excellent organisational skills and a high standard of attention to detail.

The successful applicant is likely to expand their experience, knowledge and skill set 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.

## Responsibilities

The post-holder's responsibilities include the following:

### GENERAL OFFICE

- Undertaking daily office administration (correspondence, information requests, stationery maintenance, documents editing, mailing, fetching mail from college lodge and registered office address)
- Answering general enquiries to several mailboxes
- Ensuring office supplies are replenished frequently, often foreseeing problems or gaps before they appear
- Staying informed about changes in regulations published by the Charity Commission, Companies House and HMRC, and acting swiftly to ensure compliance
- Very occasional PA support for the Executive Chair to arrange travel and accommodation for networking

### EVENT & STUDENT SUPPORT

- Receiving event applications and compiling for assessment; correspondence with applicants/student participants pre- and post-event
- Booking accommodation, venues and catering/restaurants, some technical support, preparing and distributing info packs for participants incl papers, abstracts and maps
- Issuing attendance certificates for participants
- Booking travel for staff
- Providing administrative support to the Oxford element of a joint master's degree (MA European History & Civilisation)
- Issuing visa support letters for student participants
- Running a small travel bursary scheme
- Occasional event attendance (by arrangement)

### FINANCE

- Accounting related tasks: entry to accounting software (training provided), regular financial reporting, preparing financial reports for managers and donors
- Control expenditure within budgets
- Timely banking, issuing invoices and remittance advice documents
- Payroll & pension

### TECHNICAL & PUBLICITY

- Maintaining the Europaeum web pages (currently shared with Alumni & Communications Officer)
- Designing/editing of posters and publications/brochures
- Low-level IT support (maintenance of shared files on OneDrive and minor issues). [External IT support for more complex problems is in place]

## COMMITTEES

- Servicing committees: under the supervision of the Executive Chair, preparing agendas, assembling papers, disseminating to committee members, taking minutes. There are 2 meetings/year of the Board of Trustees, ca. 4 meetings/year of the Executive Committee, and 1 meeting/year of the Academic Council. This can be a mixture of in-person and online meetings, occasionally hybrid, which requires flexibility as regards arranging venues, catering, accommodation, and technical support.

## Selection Criteria

The following are essential:

- A strong first degree (or equivalent qualification), or a similar level of experience gained in a work environment
- A high standard of administrative skills gained in challenging roles, including: excellent standards of accuracy (at speed) and attention to detail; organisational and time management skills; and the ability to work with minimal supervision; can-do attitude; flexibility.
- Well-developed verbal and written polite & professional communication skills, particularly the ability to interpret, clarify and explain complex information
- Excellent IT skills, including substantial experience of Microsoft Office, together with the ability to master bespoke systems
- Excellent numerical skills, confidence in dealing with financial data
- Pro-active and flexible in order to identify areas for improvement
- 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
- Ability to deal with confidential matters in a professional way
- A willingness to travel

The following are highly desirable:

- Experience in working within an academic environment
- Experience in organising events
- Experience with WordPress, brochure/web design

- A working knowledge of one or more European languages other than English
- An interest in European political affairs

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## The Application Process

Applications will be considered until the role is filled. 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, in not more than 500 words, of why they consider themselves well suited to this particular position
- A full CV
- The names of two referees, including information as to whether they can be contacted pre-interview or not

For queries, please contact Hartmut Mayer on [hartmut.mayer@spc.ox.ac.uk](mailto:hartmut.mayer@spc.ox.ac.uk)

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.

## A note about the Europaeum

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. The headquarters are rented from St Antony's College. 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 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.

