

The EUROPAEUM

Alumni and Events Officer

Job title	Alumni and Events Officer
Location	70 Woodstock Road, Annex 3, Oxford OX2 6HR; plus international travel to Europaeum events
Salary	£26,800 (pro-rata)
Hours	30 hours/week (80%) on average with peak periods during events; can be occasional weekend and during standard holiday periods
Contract type	2 years Fixed Term (renewable)
Reporting to	Executive Director, The Europaeum: Dr Hartmut Mayer
Starting date	As soon as possible

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 position comes with two main functions; Alumni Relations and Event Support. The post-holder will be responsible for developing and maintaining regular Alumni communications. This will include regular Social Media updates and writing the Europaeum's Newsletter. They will also support the implementation of events across the Europaeum Network. The post-holder will have the opportunity to work with a wide range of people across the network. This is an exciting opportunity to join a small team to help deliver unique educational programmes to some of the brightest postgraduate students in Europe.

The Europaeum office is a very small organisation, and, hence flexibility and a willingness to turn one's hand occasionally to whatever is required is essential.

The Europaeum is based at the 70 Woodstock Road, and it is expected that the successful applicant will work primarily from the office. Some remote and home office working may be available upon request.

This role 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 all aspects of event planning. This is a 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 someone embarking on a career in alumni and external relations with a strong interest in Europe and who enjoys working in an academic environment.

Responsibilities

The post-holder's responsibilities include the following:

- Building Alumni Relations with regular communications
- Maintaining the accuracy of the Alumni Database
- Providing Administrative support for the Scholars' Programme Director and Core Events Director
- Supporting the Executive Director in fundraising research
- Booking venues and other event logistics, as required
- Collaborating with contacts at member universities and ensuring everything is in place to run a successful event, including ensuring that all required technology is in place for the functioning of online and hybrid events
- Working closely with other members of the Europaeum team in order to produce professional event posters and programmes
- Managing the Europaeum's Social Media Profiles with regular updates
- Working with the Administrator on the management of the Europaeum's Website
- Collecting student feedback post-event and assisting with the evaluation of the feedback
- Helping to prepare event reports for the Europaeum website
- Attending regular team meetings with the Europaeum team
- Occasional international travel to assist with event delivery

Selection Criteria

The following are essential:

- A good undergraduate degree
- Experience of event organisation
- Experience of working with external practitioners and stakeholders
- A proactive/imaginative approach to events
- A willingness to travel
- 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
- A high standard of administrative skills: excellent standards of accuracy and attention to detail; organisational and time management skills; flexibility
- Good IT skills

The following are highly desirable:

- Experience of working in challenging roles
- A working knowledge of one or more European languages other than English
- Experience of working within an academic environment
- Experience of working in alumni or external relations

Benefits

In addition to the salary some of the benefits the Europaeum offers are below

Holiday Entitlement

In addition to eight days statutory bank holidays, be entitled to 30 working days holiday pro rata in each holiday year (1st January to 31st December). All holidays should be taken by agreement with your line manager.

Pension

The Europaeum contributes to a private pension (<https://www.smartpension.co.uk/>) at 21.1%. Employees are free to make additional contributions to this scheme out of their salary.

If you are already contributing to a different private pension scheme that we may be able to pay into instead, we would be happy to explore that possibility.

Equal Opportunities

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

The deadline for applications is 19 February 2023. All applications should be submitted by email to administrator@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

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 1: Europaeum Core Events

The Europaeum runs several recurring events each year, these include:

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.

Appendix 2: Scholars' Programme

4 Modules of 4 days duration per annum in different European locations