

The EUROPAEUM

Executive Director – Job Description, Further Particulars and How to Apply

About the Europaeum

The Europaeum is a network of leading European Universities connecting students across disciplines, cultures, and countries. It was established in 1992 by the University of Oxford and today it runs strikingly successful Winter, Spring and Summer Schools, public debates, seminars, joint teaching programmes, lectures, and workshops.

In 2018, we launched our Europaeum Scholars Programme. This unique programme brings together thirty or so of Europe's best doctoral students. They participate in a series of eight modules, each of three to five days, spread over two years, and work in teams to produce new policy proposals for making Europe a better place. The overall goal is to create a morally aware cadre of young people who have developed the qualities of leadership, learned how to work collaboratively and who are committed to shaping the future of Europe for the better.

The Europaeum is registered as a UK Charity (Number 1105477) and is a not-for-profit company limited by guarantee (Number 04639157). It is overseen by a distinguished set of Trustees drawn from across Europe.

The position of Executive Director will become available on 15 July 2024 when the current Executive Director, Dr Hartmut Mayer, who has played a major role in the recent expansion of the Europaeum, will take up the Steven Muller Chair in German Studies at Johns Hopkins University, SAIS Europe, in Bologna. The Trustees seek to appoint from 15th July or as soon thereafter as is possible.

Job Description

The title is "The Executive Director, the Europaeum". The job is primarily located in the Head Office of the Europaeum (in property belonging to St Antony's College, Oxford). The small, but exceptionally able team (of around 4 FTEs) is based there. However, the Executive Director will also be expected to spend time in other of the member universities (a) overseeing the core activities which include the week-long Winter, Spring and Summer Schools; (b) being present for parts of the 3-5 day Scholarship modules; and (c) travelling to other events and engaging in meetings with key people in the Europaeum's member institutions and others.

The salary is around £80,000 for a full-time appointment. The Trustees are willing to consider an appointment at 80%. There is a generous holiday entitlement of 30 days annual leave for a full-time position, (plus UK) public holidays. The Executive Director will be expected to take all holidays so as to avoid important dates involving Europaeum activities even if these clash with UK public holidays. There would be time off in lieu.

The appointment is for five years (with an initial probationary period of one year). Subject to discussion it may be renewed thereafter. After the probationary period, the appointment may be terminated by either side with six months' notice.

Pension

If the successful applicant is already a member of USS (the UK universities superannuation scheme) and able to remain so, the Europaeum will contribute to this at the normal rate. If this is not

applicable, the Europaeum will contribute to a private pension at a rate equivalent to what its contributions to USS would have been.

Accountability and Reporting

Full details of the governance of the Europaeum can be found on the website (www.europaeum.org). As that makes clear, the Executive Director is accountable to the Trustees of the Europaeum. In between meetings of the Trustees, the Executive Director will report not less than once a quarter to the Executive Committee. There is also an annual meeting of the Academic Council, an important advisory body, which represents all the member universities.

Responsibilities

Subject only to the reporting as above, the postholder will have overall responsibility for the full range of the Europaeum's activities. More particularly, the Trustees expect the Executive Director to focus on the following goals as of now:

1. Maintaining and, if possible, enhancing the existing core activities of the Europaeum whilst remaining within the budgetary boundaries set by the subscription income plus whatever external funding is possible.
2. Overseeing, in conjunction with the Scholars' Programme Director, the continuing successful delivery of the Europaeum Scholarship Programme.
3. Overseeing, in conjunction with the Core Events Director, an engaging programme of events, including the Winter, Spring and Summer Schools.
4. Raising external funds, both to support the continuation of the Scholars Programme and the Europaeum more generally.
5. Developing, a thriving Alumni Leadership and Policy Network that would continue to connect academia and the wider society for Scholars Alumni in conjunction with the general alumni network.

The Executive Director will also have two important continuing responsibilities:

1. Being the line manager for the Oxford based staff of the Europaeum, including HR responsibilities; and
2. Ensuring that all the regulatory and financial reporting that the Europaeum has to undertake as a registered UK Charity and a not-for-profit company limited by guarantee is complied with in its entirety.

Place of Work

The Executive Director will be provided with an office, currently at St Antony's College, Oxford. Except when absent on Europaeum business abroad, the Executive Director will normally be expected to be in the office for an average of not less than three days a week.

Selection Criteria

It is essential that applicants for this post should:

1. Be deeply committed to taking the Europaeum forward so as to maximise its impact over the forthcoming decade.
2. Possess the skills and experience to lead and manage the Europaeum team successfully.

3. Have the experience and the intellectual ability to represent the Europaeum at the highest level.
4. Be willing and able to “make the ask” in fundraising.
5. Enjoy working with and inspiring some of Europe’s most able graduate students.
6. Show evidence of a strong interest in, and preferably some experience of, connecting academic ideas with policy making in NGOs, and/or the private sector and/or the public sector.
7. Be willing to travel extensively in Europe to maintain close contact with the member universities.
8. Possess a good knowledge of European Affairs.
9. Have up-to-date IT skills and the ability to use modern methods of communication and information dissemination.

The following are highly advantageous:

1. Substantial direct experience of policy making in NGOs and/or the private sector and/or the public sector.
2. Direct experience of successful fundraising.
3. Direct experience of successful grant applications.
4. Knowledge of more than one humanities or social science discipline.
5. Knowledge of more than one European university.
6. Knowledge of one or more European language other than English.

In addition to all the above, the person appointed is likely to have energy, enthusiasm, optimism, persistence, and tact.

The Application Process

The closing date for applications is Monday, 8 April 2024. All applications should be submitted by email to Kate Tilley at kt.europaeum@gmail.com.

Applicants should submit the following in support of their application:

- (i) A statement in not more than 800 words of why they consider themselves especially well-suited to this particular position.
- (ii) A full CV
- (iii) The names of three referees

They are also requested to forward these further particulars to ONE of their chosen referees and to ask him/her to send a letter in support directly to Kate Tilley at the email above. **All of the material mentioned above, including the ONE reference, must arrive by the closing date. The other references may be taken up at a later date.**

Interview Dates

Interviews are likely to be held in the second half of May. The exact date(s) will be communicated later to those called for interview.

The Appointments Committee

The composition of the Appointments Committee will be communicated later to those called for interview.

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.

Further Inquiries

Anyone seeking further information should address their questions, in the first instance, to Kate Tilley at the email above. However, if the questions seem to require it, there may also be the possibility of discussion with Dr Andrew Graham, who is a Trustee of the Europaeum and was its Executive Chair from 2017 to 2020. Those shortlisted to be interviewed will be given an opportunity to talk to the existing Europaeum team, including Dr Mayer, before the interviews.

February 2024