



Director – Job Description, Further Particulars and How to Apply

About the Europaeum

The Europaeum is an association of leading European universities. It brings together talented students and faculty working in the Humanities and the Social Sciences, to promote a better ‘sense of Europe’ through collaboration and academic mobility. We believe that today, we need more not less international collaboration, more not less emphasis on universities engaging with the wider society, and more not less connection between the disciplines. And we believe that fresh cohorts of talented young people, committed to making a difference for the better, are essential to shaping the future of Europe for the better.

It was established in 1992 by the then Chancellor of Oxford University, Lord (Roy) Jenkins. For more than 25 years, we have successfully encouraged collaboration between some of Europe’s best universities, facilitated tripartite dialogue between academics, students, and those working in the public and private sectors, and we have contributed to European-wide debates about culture, politics, and society. We have established excellent faculty collaboration and student exchange; we have earned a reputation for organising strikingly successful student Spring and Summer Schools, public debates, seminars, joint teaching programmes, lectures and workshops; and we run high quality linked scholarship schemes.

In 2018, we launched our Europaeum Scholars Programme. This unique programme brings together in a series of eight modules, each of three to five days, spread over two years, thirty or so of Europe’s best doctoral students who work in teams to produce ideas on 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 position of Director will become free on 1 October, 2020 when the current Acting Director, Dr Hartmut Mayer, who has played a major role in the recent transition, will return to his permanent post as Fellow and Tutor in Politics, St Peter’s College, Oxford. While the appointment will commence on this date, it is very much hoped that the successful applicant will be able to be in Oxford for most of September, 2020, in order to achieve a successful handover. If this were to be possible, there would be pro rata remuneration.

Job Description

The title will be “The Director, the Europaeum”. The job will be primarily located in the Head Office of the Europaeum (currently in rooms belonging to St Antony’s College, Oxford). However, each year, the Director will be expected to spend time at one or other of the member universities either (a)

overseeing the week long Spring and Summer Schools; or (b) being present for substantial parts of the 3-5 day Scholarship modules; and/or (c) participating in other events.

The salary will be in the region of £70,000 for a full-time appointment. The Trustees are, however, very willing to consider an appointment at, say, 80%, where someone has an active research and/or policy engagement which they are keen to sustain. Applications will also be considered from, but not limited to, those interested in taking the post for a five year secondment. There is a generous holiday entitlement (30 days annual leave for a full-time position, plus Public Holidays). The Director would be expected to take holidays so as to avoid all important dates involving Europaeum activities and would not be entitled to Public Holidays if these clashed with a crucial Europaeum activity.

The appointment will be for five years (with an initial probationary period of one year). It may be renewed thereafter. The appointment may be terminated by either side with six months' notice.

Pension

If the successful applicant is already a member of USS and able to remain so, the Europaeum will contribute to USS at the normal rate. If this is not possible, 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. As that makes clear, the Director is ultimately accountable to the Trustees of the Europaeum. In between meetings of the Trustees, the Director will report to the Executive Chair of the Europaeum and not less than once a quarter to the Executive Committee. In the event that anything could not be settled at this level, the Director has the right to take the matter direct to the Chair of the Trustees.

Responsibilities

Subject only to the reporting as above, the postholder will have entire responsibility for the full range of the Europaeum's activities. More particularly, as seen at present, the Trustees would expect the Director to focus on the following goals:

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 Programme Director, the continuing successful delivery of the new Europaeum Scholarship Programme.
3. Assisting the Executive Chair in raising external funds, both to support the continuation of the Scholars Programme and the Europaeum more generally.
4. Establishing, on the springboard provided by the Scholars Programme, a thriving Alumni Network that would continue to connect academia and the wider society.

The Director would also have two important continuing responsibilities:

1. Being the line manager for the staff of the Europaeum; 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 Director will be provided with an office, currently at St Antony's College, Oxford, and be expected to be working there sufficiently regularly for the presence of the Director to be clearly signalled to the staff.

Selection Criteria

The following are essential:

1. Evidence of an ability to bring vision, imagination and practical new ideas to the goals of the Europaeum.
2. Evidence of the successful implementation of academic or academic related programmes.
3. Evidence of the ability to lead and motivate others.
4. Evidence of a strong interest in, and some experience of, connecting academic ideas with policy making in NGOs, and/or the private sector and/or the public sector.
5. Experience of either making successful research grant applications and/or of successful fundraising from Foundations or wealthy individuals or clear evidence of a willingness to undertake these activities with skill and enthusiasm.
6. Exceptionally strong interpersonal skills, including tact and diplomacy, and the ability to establish good working relationships with a range of people and teams.
7. Willingness to travel extensively in Europe to maintain close contact with the member universities.
8. A doctoral level degree (either in the humanities or the social sciences) or experience commanding equivalent intellectual respect.
9. Knowledge of European Affairs.
10. Experience of university teaching at the highest level.
11. Clear evidence of a willingness to engage with disciplines beyond their own.
12. Exceptional ability to moderate group discussion.
13. Clear commitment to the values of the Europaeum.
14. 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. Knowledge of more than one humanities or social science discipline.
3. Knowledge of more than one European university.
4. 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 12 noon on 26 September, 2019. All applications should be submitted by email to Susanne Heinrich at administrator@europaeum.org.

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 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 Susanne Heinrich 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.**

Interviews will be held in Geneva on the afternoon of 21 November, 2019. Regrettably, there is no flexibility in these dates.

The Appointments Committee

The composition of the Appointments Committee will be:

1. Lord (Chris) Patten (Chancellor of Oxford University and Chair of the Trustees)
2. Prof Sally Mapstone (Vice-Chancellor, St Andrews and a Trustee)
3. Mr Pascal Lamy (President Notre Europe and Trustee)
4. Dr Andrew Graham (Executive Chair of the Europaeum)
5. Prof van den Doel (University of Leiden and a member of the Academic Council of the Europaeum)
6. Prof Sieglinde Gstöhl (College of Europe, External Member)
7. One other – to be determined.

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 Susanne Heinrich at the email above. However, if the questions seem to require it, there may also be the possibility of discussion either with the current Acting Director, Dr Mayer, or with the Executive Chair of the Europaeum, Dr Graham.

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