

VACANCY NOTICE V/AD/HAR/3/2020

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

EDUCATION PROGRAMME OFFICER
(Contract agent post, type 3a, FG III 08¹)
within the Historical Archives of the European Union

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



Our Unit



The mission of the **Historical Archives of the European Union (HAEU)** is to preserve and make accessible to the research community and the public, the archives deposited by EU institutions, bodies and agencies in Florence after thirty years. The HAEU also collects and preserves private archives of individuals, movements and organizations involved in European integration. The HAEU facilitates research on the history of the European Union and its institutions, promotes public interest in European integration, and enhances transparency in the functioning of EU Institutions.

The **Educational Programme** of the Historical Archives of the European Union aims at enhancing the knowledge and teaching of the history of European integration and of EU institutions via the archival memory deposited in Florence. The programme promotes the understanding of European citizenship by engaging specialised and general publics, and in particular school teachers and students, with the archival memory and heritage of EU institutions. The education programme targets Florentine schools, and also reaches out to schools in Italy and in Europe, on primary, secondary, up to high school levels. In addition to

¹ cf. Annex II

the specific school programme, the HAEU also runs a large visitors programme for officials of public institutions, the scholarly community, cultural and educational associations, and the public, who visit Villa Salviati as home to the written archival memory of European integration.

Your Key Responsibilities

The HAEU is looking for an education specialist responsible for the contents development, the management of the education programme and the coordination of a team of educators. The candidate will be experienced in running educational activities on European Union/European integration, equipped with organisational skills in preparing and managing workshops for school classes and visitor groups, and have didactical skills in preparing materials for teaching. Focusing on the written archival memory deposited at the HAEU, the candidate will bring in the knowledge of innovative approaches and tools, multilingualism in teaching, and of the history, institutions and main policies of the European Union.

Reporting directly to the Director of the HAEU, the candidate will form and lead a team of external collaborators, ensure high standards in education for teachers and students, and liaise with other educational initiatives at the EU-level, such as the House of European History, taking account of trends in education and research in Europe. Furthermore, by offering tailored educational workshops and materials for learners of all ages, the candidate will respond to the needs and expectations of the different target audiences of the education and visitor programmes and liaise with local, national and European educational organisations and services. The main duties may include the following:

Level of Expertise:

- Being a subject matter specialist for the content development and implementation of the HAEU education programme, targeting school students and teachers, universities, cultural associations, and officials of public institutions;
- Ensuring high standards in the education of teachers and students by using innovative teaching and learning methods, and by keeping abreast of international trends and good practice in the field of school and university education and teaching;
- Understanding the main issues of education in the history of European integration, the policies of the European Union and EU institutions;
- Offering organisational and didactical skills in preparing and running tailored workshops responding to the needs and expectations of school administrations, teachers and students, academic groups, and cultural associations;
- Transmitting to a non-specialist audience the mission and objectives of archives, as well as key elements of debates on memory and cultural heritage.

Policy/ Strategy Making:

- Contributing to the strategic objectives of the HAEU education and visitor programmes by drafting the yearly HAEU programme for the Chiavi della Citta extra-curricular Florentine programme for primary and secondary schools, and the programme for high schools, in collaboration with the metropolitan city of Florence;
- Developing a strategy on reaching out to schools in other cities in Italy and in Europe, using also online tools, developing training material and tailor-made courses, and participating in Erasmus+ projects;
- Providing insight, preparing statistics and data allowing the Director to further develop the HAEU education and visitor programme, assess its impact and report on its achievements.

Representation/communication:

- Representing the HAEU internally and externally on education subject matters;
- Liaising internally with the HAEU archivists, the EUI Communications Service, education specialists, and the scholarly community, and externally with local, national and European organisations with an educational scope, such as the House of European History, and with education services of National Archives;
- Providing insights and best practices for the use of communication tools where needed.

Level of autonomy and accountability:

- Preparing and coordinating the HAEU education programme with a high level of autonomy and applying a good understanding of protocol and diplomacy during visits of institutional representatives;
- Conducting workshops and guide visitors with sense of responsibility, promoting the mission, memory and cultural heritage deposited at the HAEU;
- Reporting directly to the HAEU Director.

Role in administrative processes:

- Liaising with the HAEU coordinator and the HAEU user service staff on all matters regarding protocol visits, logistics and administrative support for the programme.

People management:

- Coordinating a team of educators who work as external collaborators for the HAEU education programme;
- Training and coaching team members and launching calls for new collaborators when necessary;
- Assigning tasks and supervising technically the work of the educators.

Finance and procurement:

- Liaising with the HAEU Coordinator on budget and financial requirements for the programme;
- Assisting in the procurement of material required to run the education programme.



Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the unit and the role include the following:

- Sharing Knowledge

- Willingness to learn
- Stakeholders Orientation
- Knowledge – Languages
- Interpersonal skills
- Presentation skills
- Creativity & Innovation

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on doctoral and post-doctoral studies;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills trainings;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



How To Apply

Applications must be submitted electronically using the V/AD/HAR/3/2020 online [application form](#) available at

<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 31/08/2020 at 24:00 CET

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

Annex I – Eligibility and Selection Criteria

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.2.

2.2. Professional experience²

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages³

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Essential

- University degree in an area relevant to the Social Sciences and Humanities;
- At least three years of relevant work experience in teaching and learning related to the history and the policies of the European Union;
- Good knowledge of methods, trends and good practice in education from primary to high school;
- Demonstrated ability to communicate effectively in both training and coaching;
- Work experience in a university, research environment, or archival service;
- Excellent knowledge of English (CEFR level: C1 or above), both spoken and written.

Advantageous

- Good knowledge of additional official EU languages, in particular Italian.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

³ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.