

Call for Expression of Interest (CEI) for setting up a list of trainers for the European Union Civic Educational Programme at the Historical Archives of the European Union (HAEU) at the European University Institute

Ref: CEI/EUI/HAEU/01/2024

This CEI is to set up a running list of pre-selected candidates to interview for positions as trainers in the European Union Civic Educational Programme at the HAEU. This CEI will be in effect for three years from the publication of the CEI, and new applications will be accepted over the entire time period of the CEI's validity.

Description of the object covered by the call for expressions of interest:

The [Historical Archives of the European Union](#) at the [European University Institute](#) is looking for trainers to support the implementation of educational projects in the fields of history of the European Union and its institutions through its [European Union Civic Education Programme](#). These educational projects are designed for children and young adults enrolled in kindergarten, primary and the lower and upper secondary school levels (*Scuole dell'infanzia, elementari, scuole secondarie di primo e secondo grado*) in Tuscany and other Italian regions, as well as to groups of students visiting the Florence area through international exchange programmes such as Erasmus+.

The European Union Civic Education Programme projects are promoted by the *Municipality of Florence ('Le Chiavi della Città')* by the *Città Metropolitana di Firenze* and the *Ufficio Scolastico Regionale Toscana* as well as by the European Parliament Former Members Association.

A principal objective of the Programme is to use the archival collections preserved at the HAEU in an interactive and dynamic learning process that transmits awareness about Europe's cultural and historical heritage to new generations of Europeans. It also aims to stimulate reflection on the meaning of being European today. Within this educational space, students may learn more about Europe and its history and explore important related concepts such as the core values of the European Union, European citizenship, solidarity between the European institutions, and more.

The European Union Civic Education Programme implements two main kinds of activities to reach these objectives, namely:

- Regular and tailored workshops on-site at the Historical Archives at Villa Salviati on the European University Institute campus. These workshops are based on learning materials developed by the HAEU education staff and archivists to guide the participants in a European experience at both individual and collective levels.
- Distance learning sessions for teachers and for classes focusing on European Union integration and the EU institutions.

A detailed description of the school projects (in Italian) are available on the HAEU website at:

<https://www.eui.eu/Research/HistoricalArchivesOfEU/Education/For-Schools>

The work comprises the following tasks:

- Drafting lessons and educational material for both distance learning and on-site sessions related to the concepts in European integration history selected by the Programme for these laboratories;

- Monitoring and moderating group work, class discussions and educational activities during the laboratories;
- Regular participation in meetings and planning activities of the educational team;
- Support with related organizational work (mailing list and calendar management, communication and dissemination of events and liaising with schools, educators and teachers);
- Collaborating in the organization of special educational events within the HAEU initiatives;
- Reviewing and suggesting improvements to the contents, methods and teaching approaches of the projects based on experience and evaluations collected from the participating schools.

Type and duration

- The minimum duration of EXTERNAL COLLABORATION contracts for the European Union Civic Education Programme will be three months with possible renewal up to a maximum of 12 months per year. The duration will vary according to the needs of the Historical Archives of the European Union.
- The total value is estimated in a maximum of EUR 5000 (five thousand/00 euro)

Conditions for Eligibility

Being a national of a European Union member state, or of a candidate country, which benefits from a pre-accession strategy (nationals of non-member states may be accepted depending on resources available).

Qualifications required

- Candidates must have a professional and/or academic background in European studies, social and political sciences, international relations, contemporary history, or similar;
- Knowledge of European Union history, politics, and policies;
- Excellent knowledge of Italian (most teaching activities are conducted in Italian) and good knowledge of English (min. B1 level); other languages such as French, German and Spanish are helpful
- Interest in innovative educational methods and activities, willingness to acquire and improve teaching skills;
- Ability to handle responsibility and to work in a team;
- Availability to reach schools in the Florentine area (most of the educational activities take place at Villa Salviati, with some exceptions)
- Flexible schedule according to class visits and teaching sessions

Desirable Requirements

- Good knowledge of the Microsoft Office software (Word, Excel and PowerPoint).
- Basic knowledge of audiovisual material editing

Grant, Benefits and Insurance

HOW TO SUBMIT YOUR EXPRESSION OF INTEREST

Expressions of interest should be submitted in one of the official languages of the European Union by email at the address HAEU.education@eui.eu.

The applications must include a detailed CV and a motivation letter (max. 300 words) that describes your academic trajectory (subjects studied, topic and date of any theses, cross-curricular interests, extra-curricular or voluntary activities).

Interested parties may submit an application by 12:00 on 04/08/2027

Use of the list resulting from this notice

Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

The list of pre-selected candidates will be updated every 3 months should additional qualified applications arrive. Selected candidates will be invited to an online interview, which may be followed by an in-person interview.

The Call for Expression of Interest, as well as the list resulting from it, are valid for 3 years from dispatch of this notice. However, the HAEU reserves the right to dismiss the resulting list and to launch a new Call for Expression of Interest before the 3-year expiry.

Place of delivery

The contractual services will be delivered primarily at the Historical Archives of the European Union, located at Villa Salviati, via Bolognese 156, Florence, Italy.

EUI Data Protection Policy:

Decision of the President No. 10 of 18 February 2019 (EUI Data Protection Policy)

The **internal regulation of the European University Institute (EUI) regarding Data Protection** is drafted in accordance with the principles contained in the Convention establishing the EUI, signed on 19 April 1972, and with the Protocol on Privileges and Immunities annexed to it.

It also takes inspiration from the European Convention on Human Rights, the Charter of the Fundamental Rights of the European Union and the relevant European Union legislation (particularly, Regulation (EU) 2016/679, GDPR, and Regulation (EU) 2018/1725).

Acceptance of the provisions of the CEI

By submitting their applications, the candidates accept all the provisions set up in the present Call for Expression of Interest.

Date of dispatch of notice

04/08/2027