

# PAUL TALBOT

B.A. (Hon), M.Sc.

## Private:

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**Nationality:** British Citizen

**Born:** 9/10/1985 – Solihull, UK

**Status:** married, no children



## PROFESSIONAL EXPERIENCE AND ACTIVITIES

### Self-Employed

Vienna, Austria /  
International

#### English Language Training and Professional Services Contractor: 08/2016 - Present

- Core Focus: Government, Politics, Public Administration, NGOs.
- Design, develop and teach ESP (English for Specific Purposes) and EPC (English for Professional Communication) programmes for clients including the Federal Administrative Academy, non-Ministerial government bodies, Members of Parliament and Parliamentary Staff.
- Design and moderate roundtables, workshops and conferences on diverse topics including professional development, nuclear security and prison education.

### Diverse Higher Education Institutions (Freelance)

Austria-Wide

#### FH Burgenland / Lecturer in English Communication: 03/2018 - Present

- Teach English Communication courses as part of the Media and Communications BA Programme; focus on communication for project management, meetings, and career development.

#### FH Campus Wien / Lecturer in Public Management: 09/2017 - Present

- Teach the CLIL course *Public Administration Practices in European and International Contexts* as part of the Public Management BA programme; focus on international comparative public administration, public administration practices and EU accession, and the European administrative space.

#### FH Wien der WKW / Bachelor Thesis Supervisor: 09/2017 - Present

- Supervise and coach students writing Bachelor Theses as part of the Sales and Marketing BA programme.

#### University of Vienna Faculty for Physics / Lecturer in English for Academic Purposes: 03/2017 - Present

- Work together with faculty experts to run courses on Academic English for Academic Careers; focus on writing research papers and grant applications, academic CVs and interviews, and science outreach.

### University of Vienna Language Centre (Freelance)

Vienna, Austria

#### Lecturer in English for Specific Purposes: 11/2016 - Present

- Run courses including English for Government and Public Policy, English for the NGO sector, English for Current Affairs, Advanced Pronunciation and Accent Reduction and CPE exam preparation.
- Teach Interdisciplinary Academic Writing and developed new courses on Writing Grants and Project Funding Applications for the University Human Resources Department (Personalentwicklung).

### Department for Education (DfE)

London, UK

#### Executive Officer (Equivalent to Referent): 12/2015 - 07/2016

- Ministerial private office correspondence management; reviewing and responding to correspondence on behalf of the Secretary of State and Junior Ministers (12/2015 – 04/2016).
- Policy rollout team; working with stakeholders to deliver policy-driven changes (04/2016 – 07/2016).

### die Berater Unternehmens- beratung

Vienna, Austria

#### European Project Manager and Consultant: 06/2011 – 07/2015

- Developing and writing bids for European projects in education and justice fields.
- Managing projects and consulting on European project management.
- Coordinating international webinar and group training sessions.

### Self-Employed

Vienna, Austria

#### Self-Employed English Trainer: 09/2008 – 06/2011

- Teaching English at all levels with clients across private and public sectors.

## ADDITIONAL EXPERIENCE

### Vienna ELT Professional Development Circle

#### Founder: 04/2018 - Present

- Set up an informal group for self-employed English language teachers and trainers with the focus on facilitating professional development activities, exchanges and peer-observations.

### European Prison Education Association (EPEA)

#### Projects Officer: 03/2014 – 07/2018

- Developed strategy; supported the planning of international conferences; monitoring and supporting European project activity and transnational collaboration across the prison education sector.

## HIGHER EDUCATION

- University of Vienna, Austria [IN PROGRESS] PhD. in English and American Studies: 2017-Present
- *English for Specific Purposes in Government Contexts: Professional Practices and Contextual Specificity (Working Title)*. This project explores the use of English in Government / Civil Service contexts and the implications on teaching and training in this sector.
- SOAS, University of London, UK MSc. in Public Policy and Management: 2010-2014
- Focus on public management, strategy, policy analysis, and social impact analysis.
  - Thesis title: *Achieving Sustainable Impacts from Projects Funded under the EU Lifelong Learning Programme*.
- University of Kent at Canterbury, UK BA. (Hons) in Law and Criminology: 2005-2008
- Focused on criminal law, critical legal perspectives, theories of crime and desistance, and social policy relating to crime and punishment.

## RELATED TRAINING AND DEVELOPMENT

- International House Buenos Aires, Argentina Cambridge DELTA - Diploma in English Language Teaching to Adults (Mod 2): 01/2018 – 02/2018 (8 weeks)
- Advanced English language teaching methods and practices; syllabus and curriculum design and development; academic management (awaiting final grade – recommended for distinction).
- Training Malta / Across Limits Ltd, Malta eLearning (Advanced): 02/2012 (1 week)
- Developing Moodle architecture and Moodle server installation; developing and administering courses; designing learning material with SCORM compatibility.
- Open University, UK Project Management (Single MSc. Module M815): 09/2011 – 04/2012 (7 months part-time)
- Focus on project stakeholders, finance, risk, people, project administration and quality, steps of the project life cycle and standard techniques in project management.
- Concorde International, UK Cambridge CELTA - Certificate in English Language Teaching to Adults: 07/2008 (4 weeks)
- Initial teacher training for English language teachers.

## I.T. SKILLS

MS Word ●●●●●

Moodle ●●●○○

Web Design ●●●○○

MS Excel ●●●●●

Webinars & Teleconferencing ●●●○○

AntConc ●●○○○

MS PowerPoint ●●●●●

Graphic Design ●●●○○

MS SharePoint ●●○○○

## LANGUAGE SKILLS

English: Native Speaker

German: Professional Working Proficiency (C1)

French: Limited Working Proficiency (A2)

## PUBLICATIONS

- EVSTATIEVA, E., and P. Talbot, eds. (2016) *European Communities of Restoration: A manual for implementation and best practice*. Deliverable in the project JUST/2013/JPEN/AG/4508
- TALBOT, P. (2015) *Languages Behind Bars: A useful tool for teachers and trainers in prison and detention centres*. Vienna: die Berater UnternehmensberatungsGmbH
- TALBOT, P (2013) 'Challenges and Opportunities for Outside Innovation in the Prison Experience'. Available online at <http://www.inter-disciplinary.net/probing-the-boundaries/wp-content/uploads/2013/04/talboteppaper.pdf>
- TALBOT, P. and U. Szczepanczyk (2012) 'Promoting the accessibility and sustainability of online language learning through European Everyplaces' in *International Conference ICT for Language Learning: Conference Proceedings 5th Edition*. pp69-72