

# **Join Trans Europe Halles as Managing Director**

Trans Europe Halles (TEH) is looking for an inspiring, community-driven leader to guide our network's coordination office in serving and supporting its member organisations. This role is about creating and sustaining an environment where TEH can thrive as both a network and a dynamic community. The Managing Director will be responsible for implementing the network's strategy while overseeing financial, operational, and HR aspects, in collaboration with TEH's Executive Committee. They will have demonstrable leadership and management experience, preferably in the arts or non-profit sectors, ideally at an international level. This role requires a deep understanding of organisational dynamics and the ability to lead the office team in facilitating the needs of member organisations. Fostering a strong sense of community and enabling participatory processes will be essential to ensuring that members actively shape the future of TEH.

The ideal candidate will be deeply engaged with the shifting socio-cultural landscape in Europe, dedicated to fostering cross-sector and international collaborations, and committed to supporting independent cultural spaces. A strong commitment to empowering members and other cultural actors in creating vibrant, impactful initiatives will be highly valued.

## **Main responsibilities**

### **Development of the network**

- Implement and oversee the delivery of TEH's strategy and objectives in collaboration with the team and the Executive Committee.
- Lead fundraising efforts and cultivate partnerships in alignment with TEH's strategic goals, within Sweden, Scandinavia, as well as at the EU-Level.

- Ensure the successful planning and execution of TEH's international meetings and conferences, while supporting effective communication, project implementation, and meaningful membership engagement.
- Foster a shared commitment among the team and TEH's members to the network's long-term sustainability and adaptability, embracing necessary changes thoughtfully and at a sustainable pace.
- Engage and motivate the team throughout all stages of development processes.
- Navigate and respond proactively to external changes, guiding the organisation through challenges and uncertainties.

### **Human resources**

- Cultivate a supportive and dynamic working environment that encourages agility, openness, and creativity.
- Strengthen and maintain a clear, yet flexible, organisational structure with well-defined roles and responsibilities.
- Oversee and coordinate recruitment processes, ensuring team involvement and alignment with TEH's values and strategic needs.
- Align and execute HR policies according to Swedish employment and labour law and work environment.
- Leads the international team of the coordination office which is a Swedish NGO (Idéell förening) based in Lund, Sweden.

### **Advocacy and representation**

- Advocate for TEH and its members at various political levels, with a particular focus on Swedish and EU institutions.
- Serve as the primary representative of TEH, promoting the network and its members at meetings, conferences, in partnerships, and through public communication.

### **Administration**

- Ensure that TEH's operations, staff management, and organisational processes function efficiently, cost-effectively, and in full compliance with legal requirements.
- Oversee the financial management of TEH and its projects, providing the Executive Committee with timely and accurate financial reports for informed decision-making.
- Support and advise the Executive Committee by ensuring the availability of key documents, risk assessments, and strategic insights.
- Maintain and optimize the organisation's administrative, IT, and infrastructure systems to enhance efficiency and impact.
- Develop, update, and implement all organisational policies as needed.

## **Person specification**

### **Experience**

- Experience in leading strategic planning and organisational development in a comparable setting.
- A strong track record of managing teams to achieve objectives through diverse projects within tight financial constraints.
- Experience in human resources, people management, and fostering a positive work environment.
- Extensive knowledge of both public and private fundraising, with hands-on experience securing and managing diverse funding sources.
- Demonstrated success in talent development, supporting staff growth, and fostering continuous learning.
- Deep understanding of the arts, culture, and/or non-profit sectors, particularly within member-driven organisations.

- Knowledge of European cultural policies and experience managing EU-funded projects.
- Strong financial literacy, business understanding, and significant experience overseeing budgets.
- Proven expertise in financial reporting for EU and other donor-funded projects.
- Solid understanding of strategic communication and marketing.
- Familiarity with labour law principles and a strong willingness to learn about Swedish labour laws.
- Desirable: Experience in exploring or implementing innovative income streams.
- Desirable: Knowledge of Sweden's cultural policies, funding structures, and labour laws.

### **Skills and abilities**

- Strong understanding of the complexities and challenges involved in organisational change.
- Excellent project management skills, with experience running multiple initiatives simultaneously while meeting deadlines, budgets, and scope.
- A confident, well-organized professional with the ability to delegate effectively.
- A commitment to diversity, equity, and inclusion, with experience working across a wide range of cultural and social backgrounds, with discrimination-critical approaches.
- Exceptional networking skills, capable of engaging diverse stakeholders and representing TEH at a high level.
- Fluency in English (spoken and written); knowledge of Swedish is an additional asset.
- Strong public speaking and presentation skills.

## Employment details

- Employer: Trans Europe Halles
- Contract: Full-time
- Location: Lund, Sweden
- Salary range: 45,000 SEK per month
- Employment starts: Mid-July 2025, negotiable
- Deadline for applications: 01 May 2025

## How to apply

Submit your application to [jobs@teh.net](mailto:jobs@teh.net) with the subject line: Managing Director. Please include:

- a CV and,
- a cover letter explaining why you wish to apply for this position, describing how your experience relates to the position, and explaining and giving examples as to how you meet the required skills and abilities.

## Diversity and equity

Trans Europe Halles is committed to creating an inclusive and equitable working environment. We strongly encourage applications from candidates of all backgrounds, particularly those from underrepresented communities, people with lived experience of discrimination or marginalisation, individuals with disabilities, and LGBTQ+ applicants. We believe that a diverse team strengthens our network and enriches our collective work.