



# Trans Europe Halles is looking for a Network Communications and Community Manager

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Job Title**

Network Communications and Community Manager

### **Salary**

Starting from 32,000 SEK/month (full-time equivalent)

### **Position & Timeline**

- 20% position starting June or July 2026
- Transition to full-time (100%) from 1 September 2026
- Temporary Contract 1 year with possibility of extension
- Contract aligned with CS-project timeline

### **Reports to**

Managing Director

### **Works with**

TEH Office team, TEH members and associate members, TEH Hubs, Executive Committee, Election Committee, partners, and external collaborators

### **Main Purpose of the Position**

The Network Communications and Community Manager is responsible for activating, engaging, and facilitating the Trans Europe Halles (TEH) network through strategic and hands-on internal communication.

The role focuses on strengthening member participation, supporting collaboration across the network, and co-creating communication for TEH Meetings (Conferences and Camps). Acting as a community manager, this position ensures that members are informed, connected, and actively engaged in TEH's activities and governance processes.

The role contributes to the implementation of TEH's communication strategy and ensures alignment with the organisation's mission, values, and strategic priorities.

## **Key Responsibilities**

### **1. Network Engagement & Member Activation**

- Manage the TEH membership lifecycle, including:
  - o Updating member profiles on teh.net and internal databases
  - o Maintaining and segmenting member data
- Design, plan and deliver on the new members campaigns
- Onboard new members
- Develop and implement member engagement campaigns, including social media activation
- Produce and manage the TEH internal newsletter (for full and associate members)
- Coordinate communication for open calls for members only

### **2. TEH Hubs Communication & Support**

- Update and maintain TEH Hubs information on teh.net
- Participate in selected TEH Hubs meetings and provide communication support
  - Support Hubs with campaigns and visibility, including tailored communication when needed
- Produce visual documentation (e.g. photography) during TEH Meetings to support Hubs' communication

### **3. TEH Meetings (Conference & Camp) – Communication Co-Creation**

- Co-create and implement communication for TEH Meetings, including:
  - o Announcement launch (dates, location, themes, sub-themes)
  - o Visual identity rollout and updates
  - o Ticket sales campaigns
  - o Travel and accommodation guides
  - o Open calls for contributions
- Manage and support communication platforms (e.g. Swapcard)
- Contribute to content creation (text, visuals, storytelling) before, during, and after events
- Support documentation and dissemination (photo/video, summaries, follow-ups)

#### **4. Internal Communication Channels & Community Spaces**

- Facilitate and manage internal digital spaces, including:
  - o Online gatherings between meetings (e.g. Cheers & Chat)
  - o Internal Facebook group
- Manage TEH social media channels (primarily Facebook and Instagram, with possible expansion to LinkedIn), with a focus on community engagement, activation and promotion of the members, the members contexts and activities

#### **5. Website & Content Management**

- Lead member-facing content development on teh.net
- Ensure the website supports participation, visibility, and engagement
- Create, edit, and publish content across channels (web, email, social media)
- Ensure consistency with TEH branding, tone of voice, and messaging

#### **6. Coordination & Strategy Implementation**

- Contribute to and implement TEH's communication strategy
- Coordinate with staff, members, and stakeholders to ensure aligned communication
- Maintain an editorial calendar and ensure timely delivery
- Monitor engagement and suggest improvements to communication approaches

##### **Desired Skills & Expertise**

- Minimum 2 years of experience in communications, preferably in the cultural or non-profit sector
- Strong experience in community management and engagement
- Experience working with networks or membership-based organisations
- Proven ability to manage CMS, social media, and newsletters
- Experience in event communication and campaign coordination
- Strong writing, editing, and storytelling skills
- Basic visual production skills (photography, video, design)
- Strong organisational and multitasking skills
- Intercultural awareness and strong interpersonal communication abilities
- Flexible and proactive mindset with a facilitative approach

##### **Qualifications**

- Bachelor's degree in communications, media, marketing, cultural management or equivalent professional experience
- High level of written and spoken English (additional European languages are



an asset). Swedish is an asset.

- Proficiency with CMS tools, social media platforms, and standard office software
- Being based or willing to relocate to Lund, Sweden.

### **Key Profile Summary**

This role combines communication, facilitation, and community-building. The Network Communications and Community Manager acts as a connector and activator within the TEH network, ensuring that members are not only informed but actively engaged and supported contributing to the organisation's activities.

Send your CV and Letter of Interest to: [jobs@teh.net](mailto:jobs@teh.net)

Apply by: 12 April 2026 – 17:00 CET

Interviews will be scheduled in the week of May 4th.