

Trans Europe Halles is looking for External & Projects Communications Manager

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title

External & Projects Communications Manager

Gross salary

Starting from 24,800 SEK/month (part-time 80%. Full-time equivalent 31,000 SEK/month)

Position & timeline

- 80% position, starting 1 September 2026
- One-year temporary contract with possibility of extension
- Location: Lund, Sweden, with flexible 50:50 remote working

Reports to

Managing Director

Works with

TEH Coordination Office, Executive Committee, TEH members and associates, partners, external collaborators.

Main purpose of the position

External & Projects Communications Manager is responsible for leading TEH's external communications and managing the implementation of Communication and Dissemination Work Packages for European projects, with a primary focus on the CIRCLE¹ project ([Horizon Europe](#)).

This role combines strategic external communication with project management, ensuring that TEH's missions, projects, and advocacy are effectively communicated to stakeholders, partners, and the public, while

¹ CIRCLE: Collaborative Innovation for Responsible, Critical and Localised Engagement with Europe's Dissonant Heritage is a HORIZON project (call: HORIZON-CL2-2025-01-HERITAGE-08) that will start 1 September 2026 until 28th February 20230 involving 13 organisations across 11 countries. TEH is a partner organisation and is LEAD for Communication and Dissemination.

delivering on Horizon Europe communication requirements. You will be the bridge between TEH's internal work and external visibility, with a special emphasis on making complex projects accessible and impactful.

Key responsibilities

1. Horizon Europe project communication & management

- Lead the implementation of communication and dissemination work packages (WP6, WP7, WP8) for CIRCLE and other European projects ran by TEH.
- Develop and execute project-specific communication strategies, ensuring alignment with EU guidelines, consortium agreements, and TEH's goals.
- Manage project deliverables related to communication (e.g., reports, toolkits, digital platforms) and monitor KPIs.
- Coordinate with project partners (13 organisations across 11 countries for CIRCLE) to ensure consistent messaging and timely delivery.
- Curate the development of the project website and co-coordinate TEH's website redevelopment. Part of the redevelopment will include curating and improving the "TEH Resources" section.

2. External communications & advocacy

- Communicate TEH's missions and activities to external stakeholders, including:
 - TEH representatives at events (e.g., Folk & Kultur, EU Parliament, conferences)
 - TEH solidarity campaigns and statements
 - TEH advocacy and policy campaigns
- Develop and distribute TEH's external newsletters, with segmentation for different audiences (e.g., policy makers, funders, cultural networks).

3. Project & initiative communication

- Launch and promote new TEH projects via TEH's social media and website.
- Communicate major updates, open calls, and calls to action for:
 - Projects where TEH leads communication (e.g., CIRCLE, CTM): crafting original text and visuals.

- Projects where TEH is a lead or partner (e.g., Co-PED, ZMINA): re-publishing and mirroring content and/or crafting original text and visuals when necessary.
- Own and manage the "TEH Initiatives" section on the website, ensuring all project information is up-to-date and engaging.

4. Knowledge sharing & resources

- Prepare and publish knowledge-sharing resources, and project required communications including:
 - Videos, guides, templates, toolkits, reports, and briefs
 - Editorial and publishing work for project's key insights, policy recommendations, reports and other resources
- Leading the redevelopment of the "TEH Resources" section on the website, ensuring it serves as a repository for members and external stakeholders.

5. Digital & social media management

- Manage TEH's LinkedIn (primary focus) and support Facebook and Instagram when needed.
- Develop content strategies tailored to external stakeholders (e.g., policy makers, funders, partners, other networks).
- Ensure consistent branding and messaging across all TEH external channels.
- Monitor engagement and suggest improvements to TEH's external communication approach.

6. Reporting & documentation

- Develop TEH project reports.
- Contribute to TEH's annual report, ensuring project achievements and impacts are highlighted.
- Support TEH's applications for new funding opportunities.
- Document and archive TEH's external communications and project outputs.

7. Event & mission support

- Provide communication support for TEH's participation in external events (e.g., conferences, policy dialogues).
- Develop communication materials for TEH missions.

- Coordinate & collaborate with TEH's Network Communications Manager & TEH's Community Manager to ensure alignment between external and internal communication.

Desired skills & expertise

Proven experience in EU-funded projects (minimum two years):

- Leading communication work packages (WP6–8)
- Implementing dissemination and exploitation strategies
- Managing multi-partner consortia (10+ partners)

Strong project management skills:

- Planning and delivering complex, international projects
- Website development coordination (project website and the "TEH Resource" section)
- Monitoring KPIs and reporting on progress

Communication & content production:

- Excellent writing and editing (reports, articles, social media, newsletters)
- Storytelling for diverse audiences (policy makers, funders, cultural professionals, public)
- Multimedia production (videos, podcasts, infographics). Basic skills required but advanced is a plus
- CMS and digital tools (Wagtail, Mailchimp, Microsoft Teams/SharePoint)

Stakeholder engagement:

- Building and managing relationships with EU institutions, NGOs, and cultural organisations
- Facilitating knowledge exchange (workshops, webinars, dialogues)

Interpersonal & organisational skills:

- Intercultural awareness
- Strong collaboration skills (remote teams, international partners)
- Proactive, detail-oriented, and adaptable to changing priorities

Qualifications

- Master's degree in communications, media, marketing, project management, cultural management, cultural heritage or equivalent professional experience
- High level of written and spoken English (C1/C2)
- Additional European languages are an asset
- Proficiency with:

- CMS platforms (Wagtail, etc)
- Social media management (LinkedIn, Facebook, Instagram)
- Project management tools
- Design software (Canva, Adobe Suite)
- Being based or willing to relocate to Lund, Sweden

Note on work permits: We have limited capacity to support relocation for non-EU residency permit holders. According to Swedish immigration law, the minimum salary for a Swedish work permit is 34,470 SEK/month ([source](#)).

Key profile summary & application process

This role combines external communication leadership with project management, acting as the public face of TEH's projects and initiatives. You will ensure that TEH's work, values, and impact are effectively communicated to external stakeholders, while delivering on the communication requirements of Horizon Europe projects such as CIRCLE.

The ideal candidate has experience in both strategic communication and project management, with a strong track record in EU-funded projects (Horizon Europe projects are a strong asset). You should be comfortable working in international teams, managing complex deliverables, and translating technical content into engaging narratives.

If you are passionate about culture, heritage, and making a difference through communication, and you have the skills to manage both the big picture and the details, this is the role for you.

Application Process

Send your CV and Letter of Interest to jobs@teh.net.

Subject line: *External & Projects Communications Manager – [Your Name]*

Apply by: 26 July 2026 by 23:59 CEST

Interviews: Scheduled between 3-7 August 2026

DISCLAIMER:

Trans Europe Halles is an equal opportunity employer that values all knowledge and cultures. We strongly encourage qualified candidates from



under-represented groups; candidates from diverse backgrounds, across all abilities, sexual orientations, faiths and age groups to apply for this job.