



Senior International Project Manager

Salary: 31,250 SEK

Contract: This is a two-year full-time (40 hours a week) appointment based in Sweden.

Start date: April 1, 2022

Reports to:

Director of Strategic Development

Trans Europe Halles is looking for a senior international project manager to lead the Creative Europe project Rebuilding to Last (2022-2024).

Co-financed by the European Commission and led by the network Trans Europe Halles (TEH), Rebuilding to Last is a two-year, 16 partner organisations and 1.4 million euro project aiming to build the capacity of non-governmental cultural spaces to address the sustainable futures of their buildings and organisations.

Through action research, specialised training and peer-to-peer learning, this project will look for answers to the following questions:

1. How are cultural centres refurbishing, retrofitting, managing their buildings and overall operations from an environmental sustainability perspective?
2. How can cultural centres integrate sustainable materials, low-cost architectural solutions and accessible digital technologies in their building renovation processes?
3. How can cultural centres best engage with their communities to participate in co-designing processes?

Rebuilding to Last is a key strategic pilot project for Trans Europe Halles. Its success will determine a crucial area of work for the network: circular design and environmental sustainability. The position, therefore, requires a very experienced project manager who is daring to take on a challenging endeavour.



Reporting relations and responsibilities

The Rebuilding to Last project manager will be part of Trans Europe Halles (TEH) team, based in Lund, Sweden. The selected candidate will directly report to TEH's Director of Strategic Development.

The project's consortium is integrated by 16 partner organisations operating in three continents (Europe, Latin-America and Asia). Additionally, the project manager will need to actively engage and work with around 20 non-governmental cultural centres.

The project's management team includes a financial manager, a communications manager and a community manager. All of them will report directly to the project manager.

Duties and responsibilities

As Rebuilding to Last's project manager, you will:

- Be responsible for the successful delivery of the project in time, budget and quality.
- Coordinate the Consortium Committee and Steering Group of the project.
- Lead and coordinate the project management team.
- Develop a detailed project action plan in cooperation with the project partners.
- Coordinate the overall implementation of the project and supervise the execution of the five project work packages by their coordinators.
- Facilitate the cooperation and coordination between the project partners and with external stakeholders such as Trans Europe Halles member centres. As well as to support the partner organisations' project coordinators when required.
- Co-produce public events and workshops within the framework of the project.
- Be responsible for the detailed quality control of all project outputs.
- Track project costs in collaboration with the project's financial manager, as well as with the project and financial managers of our partner organisations.
- Collect, archive and deliver the project's deliverables.
- Write, coordinate, compile and submit the required technical and financial reports to the project funders.
- Represent Trans Europe Halles and present Rebuilding to Last in public events.



Qualifications and skills

As a candidate for this position, we expect you to:

- Live in or be willing to relocate to Sweden. In any case, you should have the right to work legally in Sweden.
- Have formal education corresponding to a completed master's University Degree, in a field relevant to cultural management, project management or international cooperation.
- Have demonstrated track record leading teams and managing medium to large scale international projects from programmes such as Creative Europe and Horizon Europe.
- Have experience preparing and reallocating budgets, as well as tracking project costs to meet budgets.
- Be a team player and highly skilled at facilitating group processes, and managing complex partner and stakeholder relationships.
- Be a self-starting and highly motivated individual with exceptional adaptability to unexpected situations..
- Have excellent social and communication skills.
- Have the capacity to focus on priorities, organise work, meet deadlines, take full responsibility for your work.
- Master project management and remote cooperation digital tools.
- Feel excited about travelling for work quite often and meeting plenty of new people.
- Have a passion for architecture and urbanism.
- Have full professional proficiency in English. Other languages, such as Spanish, French or Italian, will be an asset.

About Trans Europe Halles

Trans Europe Halles is a pan-European network with more than 135 members in 39 European countries in every part of the continent initiated by citizens and artists.

We have been at the forefront of repurposing abandoned buildings for arts, culture and community uses since 1983. TEH members are multidisciplinary spaces that combine artistic and social activities, as they believe that arts and culture have the power to transform people, spaces and societies.



The Coordination Office team consists of eleven skilled and motivated people from different professional backgrounds and origins (Europe, Asia, Middle East and Africa), and a long record of international experience. TEH's communication language is English.

Trans Europe Halles is an equal opportunity employer that values all knowledge and cultures, and we are committed to the advancement of women, visible minorities, and people with disabilities.

We strongly encourage all candidates from these designated groups to apply for our career opportunities.

If this job description sounds like something you will succeed at, send your application —CV and cover letter— to jobs@teh.net by 20 March 2022.