

Open call for a Hub Manager

We are looking for an experienced full-time manager to lead the Hub department from September 2021 until March 2023.

Hub is the department behind the House of Europe [website](#) with the [catalogue of opportunities](#) and the [knowledge library](#). The department whose Officers curate regional programmes touring Ukrainian cities ([Pop-up Hub](#), the [House of Europe Festival](#), and the [Mobile Pavilion](#)) and launch boot camps for creative start-ups [Creative Business Academy](#). It powers the info desk in Kyiv, where people can get answers to their questions, and manages an [Alumni Community](#).

Hub is a multifunctional department responsible for so many significant tasks. If this is for you, read the document carefully, and make sure to apply **before Wednesday 28 July 2021, 15.00 Kyiv time**.

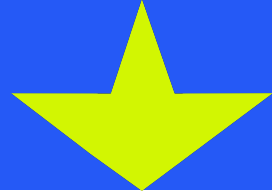
1

House of Europe

House of Europe is a EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries. The programme focuses on culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling us to go for conferences, professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, training, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU* organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



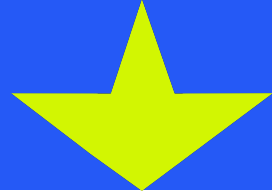
Implementation of House of Europe is led by [Goethe-Institut Ukraine](#), with the British Council, Institut français, and Czech Centres as consortium partners. This vacancy is offered by the Goethe-Institut Ukraine, the official cultural institute of the Federal Republic of Germany and a leading international cultural organisation.

What you will be doing

- Managing the Hub department: [Online Hub](#), [Pop-up Hub](#), [House of Europe Festival](#), [Creative Business Academy](#), [Creative Business Cup](#), [Mobile Pavilion](#), [Alumni Community](#), and the info-desk at the House of Europe Kyiv-office
- Leading the team of five people: three Officers, one Coordinator, and one Assistant
- Closely cooperating with the Editor and the Communications team
- Reporting to the Head of Programme
- Delivering financial, narrative, and statistical reporting in close cooperation with the Head of Programme, Head of Finance, and Monitoring & Evaluation Officer
- Managing workflows with other departments, in particular Communication, Monitoring & Evaluation, Finance and Administration
- Managing and controlling operational finances of the Hub department: weekly, monthly, and overall financial planning, liquidity management, and timeliness of payments
- Ensuring compliance with administrative rules and procedures of the Goethe-Institut and the EU: tenders and procurements, documentation of spendings
- Ensuring programme activities meet expectations, and are delivered on time and to budget
- Reaching out to and collaborating with partners, experts, professional networks, and organisations from Ukraine and the EU
- Contributing to the visibility of the House of Europe programme in Ukraine and the EU

What skills and qualifications do you need

- English and Ukrainian at C1 level
- University degree
- Experience of leading a team
- At least two years' experience of project delivery



- At least two years' experience of working in a donor-funded programme
- Experience in an international, English-speaking environment
- Strong leadership skills and ability to react to problems in teams
- Self-reflection and acceptance of criticism
- Structured and result-oriented approach, ability to get things done
- Availability to work under stress, with temporarily high workload, and under minimal supervision
- Readiness to travel for business, work on weekends and in the evenings when needed

What will be an asset

- Confident German
- Experience in developing and managing international cultural exchange
- Experience in organising events
- Experience in creative industries and creative start-ups
- Experience in civil engagement, reform processes, change management
- Experience in developing projects through donor-funded, sponsorship, client, or co-funded partnerships

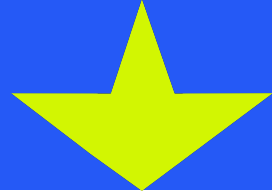
3

What will you get

- Full-time job in the historic centre of Kyiv
- Combination of office and home work, flexible working hours
- Good salary according to the Ukrainian remuneration schemes and a bonus for Christmas
- Health insurance and free German language courses at Goethe-Institut Ukraine
- International, multi-skilled team working on a challenging EU programme in Ukraine

How to apply

Please fill out an [application form](#) and send it to hr@houseofeurope.org.ua with the subject "Hub Manager". The deadline for applications is **Wednesday 28 July 2021, 15.00 Kyiv time.**



You should also attach:

- CV in English
- Scan of work book (трудова книжка)
- University degree and other work, education, language certificates (JPG or PDF)

Do not forget to mention your telephone number. We will use it to hold a short phone interview and schedule a personal meeting if your application is successful.

Only short-listed candidates will be contacted.