

Call for Urban X-Change Programme Manager (Germany-Poland)

About DVV and DVV International

DVV International is the Institute for International Cooperation of the Deutscher Volkshochschul-Verband e.V. (DVV), the German Adult Education Association. DVV represents the interests of the approximately 900 adult education centres (Volkshochschulen) and their state associations, the largest further education providers in Germany. As the leading professional organisation in the field of adult education and international cooperation, DVV International has committed itself to supporting lifelong learning for 50 years. DVV International provides worldwide support for the establishment of sustainable structures for Youth and Adult Education.

About the project

The Urban X-Change Network II is an international project for cities and adult education institutions in Germany, Ukraine and Poland that want to promote and strengthen the active participation of their civil society in innovative projects within the framework of a city partnership.

The project offers cities and their adult education institutions as well as their civil society from Ukraine and Poland the opportunity to carry out joint activities with their German counterparts. The binational partnership works on cultural and educational topics relevant to foreign policy, such as local sustainability agendas, citizen participation, cultural or remembrance work. The topical framework is set by the 2030 Agenda.

The project aims to revitalise and expand town twinning through the active participation of their adult education institutions and civil society networks. The Urban X-Change Network II is financed by the Federal Foreign Office of Germany and aims at strengthening the German foreign cultural and educational policy as well as urban and citizen diplomacy activities with the above mentioned countries.

Tasks of the experts

We are looking for an **Urban X-Change Programme Manager** who will support **two city partnerships between Poland and Germany** (partnerships to be announced). Each participating city will be represented by adult education institutions, municipal representatives and civil society. The term of this task aims to start approximately in September 2024 and end in October 2025.

The role of the Urban X-Change Programme Manager in general:

Support and guide the adult education institutions, the municipal representatives and the civil society actors of the city throughout the entire process by creating a space for the participating actors to develop ideas and transform them into concrete project ideas. Furthermore, the programme manager will accompany the participating actors throughout the implementation of the project and will document discussions and developments of the group and report to the project team of DVV International in Bonn and the advisory board.

The tasks of the Urban X-Change Programme Manager in detail for each city partnership:

- Active participation at a **two-day kick-off meeting** (Poland, October 2024) between representatives of the municipal administration (working level) and the adult education institutions of both cities to determine the topic of the cooperation.
- Preparation of and participation of regular virtual meetings with the **DVV International project team in Bonn**. The Urban X-Change Programme Manager will also take care of the follow up and inform the binational coordination group about the feedback of the project team in Bonn.
- During the project duration the Urban X-Change Programme Manager will meet virtually the binational coordination group on a regular basis to accompany and support the implementation of the partnership. The specifics of such tasks (timeframes, number of working days etc.) will be discussed at in due time.
- Coordination, preparation and moderation of the monthly virtual meetings for all project members to exchange experiences and ask questions.

- Support in the development of a Curriculum Citizen Diplomacy (4 modules, including explanatory videos), which aims to support German Adult Education Centres (Volkshochschulen) to internationalise their institutions and to assist the municipal administration in improving their citizen diplomacy.

For the project's success, working closely with the binational coordination group and with the DVV International project team in Bonn is essential.

Our offer

The remuneration per working day (8 hrs per day) depends on the above-specified tasks and consists of 600 EUR (gross) per day. Additionally, DVV International covers costs for travel, accommodation and meals according to the German Travel Expenses Act (Bundesreisekostengesetz) for the Urban X-Change II Kick-off taking place in October 2024 in Poland (date tbc).

Performance period: 09/2024 – 10/2025

We are planning with 17,5 days for 2024 and 25 days for 2025.

The number of working days is subject to the approval of the Federal Foreign Office of Germany. The above-mentioned periods are estimations and can change marginally. In the course of the project, additional tasks for the programme manager might arise.

The modus operandi will be a service contract.

Profile and requirements

Assessment criteria:

- Knowledge and practical experience working with municipalities and civil society organisation in Poland and Germany (20%)
- Proven expertise and practical experience in organizational development, process support and management (20%)
- Proficiency in English and Polish, knowledge of German is an asset (15%)
- Knowledge and practical experience in adult education and/or international project work (10%)
- Proven intercultural competence and experience in international collaboration (10%)
- Proven presentation and moderation skills (10%)
- Proven experience in conflict management (10%)
- Personal virtual interview (5%)

Eligibility criteria:

- University degree in Education / Social Sciences or a similar degree in field relevant to the subject
- Expertise in working with municipalities and civil society organisation in an international context
- Very good organisation and communication skills
- Proficiency in English and Polish, knowledge of German is an asset

Please provide evidence to the stated eligibility criteria in your CV. Furthermore, we ask you to fill out the attached "standard self-declaration".

Your application

We are looking for an **Urban X-Change Programme Manager** who will support **two city partnerships** between Poland and Germany. Applications should consist of

- a short motivation letter
- a CV with references to your work in the field
- the signed standard self-declaration

All documents should be written in English and presented in PDF. Applications can be sent via e-mail until **9 August 2024** to Janna Schriegel urbanxchange@dvv-international.de with the subject "Urban X-Change Programme Manager GER-POL".

Following examination of all applications received, the best assessed candidates will be invited to a personal virtual interview. These interviews will most likely take place in calendar weeks 33/34. The successful candidate will be informed until latest 26.08.2024.

An employment is conditional to the final approval by the Federal Foreign Office.

We are looking forward to your application!