

The Schwarzkopf Foundation Young Europe is seeking a:

Programme Lead Understanding Europe (f/m/d/x)

The non-partisan [Schwarzkopf Foundation Young Europe](#) was founded in 1971 by Pauline Schwarzkopf. The Foundation's vision is a Europe shaped by young people characterised by openness, solidarity, and democracy. Through events, educational programmes, and youth networks, as well as prizes and scholarships, the Foundation offers young Europeans opportunities for encounters and exchange, personal development, and active democratic participation.

The transnational educational network [Understanding Europe](#) is a project of the Schwarzkopf Foundation that has been creating interactive dialogue spaces on Europe and politics for young people at general and vocational schools since 2009, using dialogue formats based on peer learning. In cooperation with youth organisations, courses on European Union topics, political participation, social justice, climate justice, as well as media and journalism are currently conducted in 12 European countries. Through various encounter formats – including Training for Trainers, the European Summer School, Coordinators' Meetings, and Fellowship Programmes – an exchange and learning space for young people on democracy education in Europe is created.

We are looking for a new, motivated Programme Lead for our Understanding Europe team on a full-time basis (38 hours/week), to start as soon as possible, ideally from 01 October 2025.

Your responsibilities:

- Leading and managing the Understanding Europe programme line
- Leading and supervising the four-person team
- Taking responsibility for long-term budget and financial planning for the programme line
- Acquiring third-party funding and coordinating project documentation and reporting
- Developing the programme line and its projects with a strong focus on diversity
- Designing, further developing, and coordinating educational formats and offers
- Advising on and strategically coordinating the development of the European network and partnerships with stakeholders from civil society, education, culture, academia, and politics
- Continuously developing thematic and communications priorities
- Contributing to the Foundation's management team, which advises and decides on cross-programme strategic, budgetary, and personnel matters
- Coordinating and liaising with partners, funders, supporters, and sponsors at both national and EU level
- Coordinating and supporting national and international committees and networks
- Representing the programme line and its network externally

Your profile:

- A completed university degree in the humanities, social sciences, education, or a related field and/or relevant (freelance) practical experience

- Extensive experience in the fields of education, democracy, and diversity, ideally in the non-profit sector
- Solid experience in acquiring third-party funding and managing financial reporting
- Strong knowledge in the areas of civic education, peer education, European affairs, and/or social diversity
- Experience in team leadership is an asset, along with a strong sense of strategic responsibility and an collaborative leadership style
- Advanced proficiency in German and English

What we offer:

- A development-oriented organisation in a dynamic, international working environment in Berlin-Mitte
- A high degree of creative freedom in shaping the strategic direction of the Understanding Europe network
- Flexible and mobile working options, as well as opportunities for further professional development
- 30 vacation days per calendar year (based on a 5-day working week), plus additional days off in line with internal agreements
- A BPoC safer space for employees affected by racism, and a reflection space for those not affected

This is a full-time position (38 hours/week) to be filled as soon as possible, preferably from 01 October 2025. The contract is initially limited to one year, with a clear intention to extend. The place of work is Berlin. Based on individual experience, the gross monthly starting salary will range between 4,166.10 € and 4,698.64 €, according to our internal salary structure.

We value diversity and therefore welcome all applications – regardless of gender, nationality, ethnic and social background, religion, disability, age, sexual orientation, or identity. We particularly encourage applications from Black people, People of Colour, individuals affected by racism and/or applicants with refugee or family migration backgrounds.

Please note that our office spaces and access points are currently not fully barrier-free. We are happy to discuss how we can reduce existing barriers together.

Please send your application documents as one PDF file (motivation letter, CV without photo, relevant supporting documents, and your possible starting date) **by 31 August 2025 with the subject line “Application Programme Lead UE”** to applications@schwarzkopf-stiftung.de. Questions can also be directed to this email address.

Interviews are expected to take place on 10 and 11 September 2025. Unfortunately, we are unable to reimburse any costs incurred in the context of the application process.

We look forward to receiving your application!