

World Wellbeing Movement (WWM) - Director

(Position based at the Wellbeing Research Centre, Harris Manchester College, University of Oxford)

Post	Director, World Wellbeing Movement (based at the Wellbeing Research Centre, University of Oxford)
College	Harris Manchester College
Contract type	37.5 hours per week, fixed term of three years (with a probation period of 6 months)
Location	Harris Manchester College, Oxford. The role will require some weekly office time in Oxford and some international travel.
Salary	Competitive
Deadline for applications	12pm (Midday) 10th January 2022
Reporting to	Centre Manager and Director of the Wellbeing Research Centre

Overview of the post

Early 2022 will see the launch of a World Wellbeing Movement. This is a high-level campaign to persuade business leaders and policy-makers to make wellbeing a central objective and in particular to measure it. The Director will lead this campaign.

The campaign will be strongly evidence-based and this is why it is co-located with the Oxford Wellbeing Research Centre, which is its academic partner. The other partners of the campaign are global corporations and foundations leading in this field.

The Director will oversee the day-to-day running of the World Wellbeing Movement (WWM) on behalf of all WWM partners. The role will involve engaging with founding WWM members, generating interest from potential new members, and leading the operations and development of the movement. Pro-actively liaising with senior academics, business leaders, policymakers, and other stakeholders will be a critical part of the Director role in order to fulfil the aim of the movement.

The Director will coordinate the communication within the WWM between members, the steering committee and its board, as well as public communications. The Director will be jointly responsible for recruitment, and we expect that a Communications and/or Policy Officer will be appointed early in 2022. The Director will report to and be supported by the Centre Manager and Director of the Wellbeing Research Centre, who will in turn report into the WWM steering committee composed of the movement's other partners. The role is 3 years in the first instance, with the opportunity to extend this term based on performance and availability of funds.

Responsibilities

Internal WWM Activities

- Manage the WWM steering committees
- All communication between WWM members including booking consultation hours
- Annual report and management of sponsorships of the WWM
- Managing staff members employed by the WWM
- Preparing of reports and other information pertaining to the WWM
- Preparing policy documents

External Comms

- Supporting with WWM launch activities, including the launch event (if in post by the launch)
- Liaising with academics, business leaders, policymakers, and other stakeholders to fulfil the goals and commitments of the movement
- Overseeing and undertaking communications for the WWM (via social media, our website, email, mail, phone, and in person). Generating interest in the WWM and supporting with new member enrolment

Travelling nationally and internationally to promote the WWM and liaise with members
Any other duties commensurate with the role and salary grade to be determined by the Director, Centre Manager, and the WWM steering committee.

We are looking for a dynamic individual with excellent project management skills and a flexible and independent approach to work. A genuine interest in promoting wellbeing and its measurement in the workplace and larger society is critical to be successful.

Selection Criteria

Essential Selection Criteria

- An undergraduate degree (or higher)
- An interest in wellbeing science
- In possession of excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of stakeholders
- Well-organised and able to multi-task, with the ability to prioritise activities and competing deadlines
- Project management experience
- Able to work resourcefully, and with minimum supervision, eventually leading a small team – this includes being willing to take ownership of their duties, and possessing the judgement to know how and when to take initiative, and when to refer to others
- Excellent IT skills, including word processing, email, spreadsheets, and databases
- Accuracy, attention to detail, and an organised and methodical approach to work
- Problem-solving skills and the ability to exercise judgement and initiative
- Ability to work calmly under pressure, prioritise, and meet deadlines
- Ability to handle sensitive and confidential matters with discretion and initiative
- Fluent in spoken and written English
- Right to work in the UK

Desirable Selection Criteria

- Management experience
- Experience working with business leaders and policy-makers
- Experience working with journalists and media outlets
- A Master's degree or higher
- Experience developing new initiatives

Opportunity

We offer a competitive salary and flexible working hours in a friendly academic environment as part of a dynamic and growing team with global impact. The Director will be principally based at the Wellbeing Research Centre at Harris Manchester College and be a full member of its staff. College staff enjoy a number of benefits such as dining rights. The post holder will be entitled to join a contributory staff pension scheme (Pensions Trust). The position will be for a fixed term of three years renewable subject to availability of finances (with a probation period of 6 months), starting as soon as possible.

How to apply

Please send your cover letter, CV, and the details of two referees in one PDF (with your covering letter first, your CV second, and lastly the details of your two referees) labelled with your name to wellbeing@hmc.ox.ac.uk. The closing date for applications is 12pm (midday) on 10th January 2022 and shortlisted applicants will be contacted shortly afterwards. References will only be taken up for the successful candidate. Interviews will take place on the week commencing 24th January 2022.

We can be flexible in terms of working hours and remote working for the right candidate. Logistical queries may be directed in the first instance to the Centre Manager (wellbeing@hmc.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work in the UK (we cannot sponsor a visa for this post), your identity, and we will contact the referees you have nominated. You may also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

About the World Wellbeing Movement

The WWM is a new initiative that brings together the University of Oxford, major corporations, foundations, and other partners with the aim to mainstream the measurement of wellbeing in business and policy-making. It is a coalition of exemplary organizations including Snam, Unilever, Cisco, Mediacom, Indeed, Legal & General, and the Wellbeing Research Centre at Oxford. A particular focus of the WWM will be on working to integrate employee wellbeing metrics in the social impact dimension of ESG reporting. The WWM will launch in February 2022 and the website will be made available here: www.worldwellbeingmovement.org.

About the Wellbeing Research Centre

The Wellbeing Research Centre is an interdisciplinary research centre at the University of Oxford which focusses on the advancement of the science of wellbeing. Our main focus is helping communities and organizations around the world to put wellbeing at the heart of their decision-making. The Centre brings together expertise from across the University of Oxford and beyond to advance our understanding of wellbeing science and is a global leader in empirical wellbeing research. The Wellbeing Research Centre team is based at Harris Manchester College, Oxford, and further details about the team and our work can be found on our website <https://wellbeing.hmc.ox.ac.uk/> and Twitter feed @OxWellResearch.

About Harris Manchester College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Harris Manchester College (HMC) is a small, friendly community whose aim is to provide the best possible education for students over 21 years of age. A direct descendant of the Dissenting Academy established in Manchester in 1786, HMC has been a full college of Oxford University since 1996. HMC is centrally situated in handsome Victorian buildings.

The College currently has around 114 undergraduate and 121 graduate students. There are 29 members of the Governing Body, as well as 29 Senior Research Fellows and 26 Supernumerary Fellows and 12 Research Fellows. Fellows' research covers Business Management, Economics, Education, Engineering, English, History, Human Sciences, Law, Medicine, Philosophy, Politics, Psychology, and Theology. For more information please visit: www.hmc.ox.ac.uk.

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial, and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy, and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation.