



World Wellbeing Movement (WWM) –Fundraising and Finance Administrator (Position based at the Wellbeing Research Centre, Harris Manchester College, University of Oxford)

Job Title	Fundraising and Finance Administrator, World Wellbeing Movement
Location	Wellbeing Research Centre, Harris Manchester College, Mansfield Road, Oxford, OX1 3TD. Hybrid working available, however the role will require some weekly office time in Oxford.
Hours	This is a part-time role (0.6 to 0.8 full-time equivalent, depending on candidate preference)
Salary	£25,866 to £31,650 for 0.8 full-time equivalent (4 days a week), however this would be pro-rated where candidate preference is for fewer work hours.
Contract type	Fixed term of 12 months (with a probation period of 6 months)
Reporting to	Managing Director of the World Wellbeing Movement
Start Date	As soon as practical after appointment
Deadline for applications	12pm (Midday) Monday January 15 th , 2024.

The Company

The World Wellbeing Movement is a not-for-profit social impact organisation working at the intersection between academic experts and decision-makers in both business and public policy to translate evidence-informed wellbeing insights into real-world impact.

From our home within the University of Oxford’s Wellbeing Research Centre, we have formed a coalition of global leaders from business, civil society and academia that have come together **“to put wellbeing at the heart of decision-making in both business, and public policy”**.

Our approach to achieving this mission is strongly evidence-based. That’s why our academic partnership with the Wellbeing Research Centre at the University of Oxford is so key. This means all the work we do is backed by high-end academic research, and robust enough to drive positive impact at scale in the real world. The other partners of the movement are global corporations and foundations leading in this field.

We have created this short, animated video to explain the mission, purpose, and operating model of the World Wellbeing Movement: <https://www.youtube.com/watch?v=YBF9pbCMEmg>. You see more information about the World Wellbeing Movement by visiting our website here: <https://worldwellbeingmovement.org/>.

The Role

We have an exciting opportunity for a part-time, fixed-term Fundraising and Finance Administrator to support the growth of scaling non-profit social impact organisation, the World Wellbeing Movement (WWM).

The successful candidate will report directly to the Managing Director of the World Wellbeing Movement, and will have responsibility for day-to-day administrative tasks related to fundraising and finance functions of the not-for-profit organisation. This will include issuing invoices, processing and reconciling all donations, maintaining the donor database, producing financial reports and budgets, etc. For a more comprehensive list of key responsibilities, please see below.

You will be highly ethical in your approach to conducting business, and a team player who is comfortable with the fast-paced nature of life in a scaling non-profit social impact organisation.

The successful candidate will join a vibrant and friendly environment, and work alongside both the World Wellbeing Movement team, and the Wellbeing Research Centre team based in Harris Manchester College, University of Oxford, where they will also be a member of college staff. The post holder will be entitled to join a contributory staff pension scheme (Pensions Trust). The position will initially be for a fixed term of 12 months, but may be extended subject to the availability of funding, and the post-holder satisfactorily passing probation period (six months). We would like the post-holder to start as soon as possible. Hybrid working is available, however the role will require some weekly office time in Oxford.

Key Responsibilities

i. Administrative responsibilities

- Act as the first point of contact for the World Wellbeing Movement via email, phone, postal correspondence, and in-person.
- Monitor and answer general emails and enquiries from prospective WWM members and suppliers, as well as postal correspondence.
- File documentation (paper and electronic), ensuring security, integrity, and confidentiality of data.

ii. Fundraising Support and income processing responsibilities

- Maintain good relationships with corporate, philanthropic and grant funders.
- Prepare and issue all invoices, and follow up as needed.
- Record, process, and reconcile all incoming donations and grants through our accounting software tool (Xero).
- Prepare and issue donor thank you letters &/or emails, ensuring that all donations are acknowledged promptly and accurately.
- Ensure that contact details for prospects, sponsors, and funders are accurately recorded in our CRM system (Salesforce), whilst adhering to relevant data protection regulations.
- Liaise with any new supporters &/or funders to agree the wording of any supporter agreements &/or contracts, working alongside the Managing Director, and with support from our legal vendor where appropriate.
- Conduct due diligence on any prospective corporate, philanthropic or grant funder to ensure alignment with the World Wellbeing Movement's values and mission.
- Support the Managing Director with funding applications, reports and other communications related to the fundraising function.

iii. Additional Finance tasks

- Ensure all reporting requirements for funding are met.
- Assist the Managing Director with the preparation of quarterly, and year-end financial reports and analysis using our accounting software tool.
- Assist the Managing Director in preparing our annual income projections, budgets and forecasts, and with any additional materials required for regular Board meetings.
- Assist with any audit queries, liaising with external accountants and auditors, as required.

iv. Other duties

- To undertake such other duties and responsibilities that are reasonable for your grade and within your capabilities. The World Wellbeing Movement is a small, scaling team, so all team-members are occasionally called upon to support the work of others.

Selection Criteria

Essential Selection Criteria

- 1-3 years' experience within an administrative and/or fundraising assistant and/or finance assistant role, or equivalent experience.
- Strong numeracy skills, with some experience of financial reporting / use of basic accounting software features.
- In possession of excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of people.
- Able to work resourcefully, and with minimum supervision, as a member of 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.
- Well-organised and able to multi-task, with the ability to work calmly under pressure, and to prioritise and meet deadlines.
- Accuracy, attention to detail, and an organised and methodical approach to work.
- Problem-solving skills and the ability to exercise judgement and initiative.
- High standard of computer literacy (Microsoft Word, Outlook, Excel, PowerPoint, databases).
- Fluent in spoken and written English.
- Right to work in the UK (we cannot sponsor a visa for this role)
- Strong integrity, showing respect for others, trustworthiness and responsibility.
- Commitment to the values and mission of the World Wellbeing Movement.
- A genuine interest in the mission of the World Wellbeing Movement

Desirable Selection Criteria

- An undergraduate degree (or higher).
- A genuine interest in wellbeing science.
- Experience working in an administrative role within a fundraising environment.
- Familiarity with accounting software (e.g. Xero, Sage, QuickBooks, or similar)
- Knowledge of, or experience in using a CRM system (e.g. Salesforce or similar)
- Understanding of data protection regulations.
- Experience writing (or contributing to) funding applications, reports and other communications.

How to Apply

Please email your CV, a covering letter, and the contact details of two referees (all in one PDF) to info@worldwellbeingmovement.org. Please include your name, and the job title "Fundraising and Finance Administrator" in the email subject line. All applications must be received by 12 pm (Midday) Monday January 15th, 2024.

Important information for candidates

Benefits and conditions

1. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).
2. Annual leave: you will receive the pro-rata equivalent of 30 days plus bank holidays to be taken at a mutually agreed time.

Important information for candidates

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, 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.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy here [harris-manchester-collegepolicy-data-protectionpdf \(ox.ac.uk\)](https://www.harris-manchester-collegepolicy-data-protectionpdf(ox.ac.uk).).

Equal Opportunity

Harris Manchester and Linacre Colleges are Equal Opportunity Employers. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.