



**World Wellbeing Movement (WWM) – Office Manager / Executive Assistant**

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

Job Title	Office Manager / Executive Assistant, World Wellbeing Movement
Location	Wellbeing Research Centre, Harris Manchester College, Mansfield Road, Oxford, OX1 3TD.  <i>Hybrid working available; however, the role will require some weekly office time in Oxford.</i>
Salary	£32,332 - £36,024 (pro-rata for part-time)
Hours	37.5 hours per week (would consider part-time for the right candidate).  <i>Infrequent out of hours work may be required occasionally, e.g. for an event; however, employees will be compensated with compensatory time off.</i>
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	12 noon (BST) Monday April 22 <sup>nd</sup> , 2024
Note for applicants	Please note that this role does not attract sufficient points for sponsorship (we cannot sponsor a visa for this role), so applicants must have the right to work in the UK.

**The Company**

The World Wellbeing Movement (WWM) 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=ZIRuOAgrp10>. You can see more information about the World Wellbeing Movement by visiting our website here: <https://worldwellbeingmovement.org/>.

## The Role

We are seeking a versatile individual to fill the combined role of Office Manager & Executive Assistant, contributing to the efficient day-to-day operations of scaling non-profit social impact organisation, the World Wellbeing Movement (WWM). The position will report directly to the WWM's Managing Director. As a scaling non-profit, the responsibilities of this role may evolve over time.

If you are successful, you 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 you will also be a member of college staff. You will be entitled to join a contributory staff pension scheme. The position will be for a fixed term of 12 months renewable subject to performance and availability of finances (with a probation period of six months), starting as soon as possible. Hybrid working is available most days; nevertheless, you'll need to be in the Oxford office at Harris Manchester College at least one day a week. The team usually gathers in the office on Wednesdays. Additionally, there will be a day or two in the office for onboarding/induction when you start. There might be some very occasional national and international travel involved.

## Key Responsibilities

- Provide day-to-day administrative support for the Managing Director, and other members of the team as needed (excluding calendar management, but including some scheduling work).
- Act as the first point of contact for the World Wellbeing Movement via email, phone, postal correspondence, and in-person. Monitor and respond to general enquiries from prospective WWM members and suppliers.
- Reply to a range of enquiries on behalf of the Managing Director.
- Research and prepare reports or briefing papers for the Managing Director, and other senior staff.
- Responsibly capture and document minutes during Board and Advisory Council meetings, ensuring accurate records of discussions, decisions, and action items for future reference.
- Handle confidential information with discretion and professionalism.
- Coordinate occasional room bookings for internal and external meetings.
- Coordinate occasional travel bookings for the Managing Director, and other member of the team.
- Provide administrative support for job recruitment activity (for a limited number of posts), liaising with the team at Harris Manchester College where required, and assist with new employee onboarding.
- File documentation (paper and electronic), ensuring security, integrity, and confidentiality of data.
- Manage office supplies and equipment, ordering merchandise, stationery, IT equipment, etc. as required, and to an agreed budget.
- Perform minor accounting duties such as preparing, issuing, and reconciling invoices, and running standard financial reports using our accounting software tool, Xero (full training will be provided).
- Support in planning and delivering occasional events (including, but not limited to: Board meetings, Advisory Council meetings, and WWM presence at larger conferences).
- Conduct due diligence on any prospective corporate, philanthropic or grant funder to ensure alignment with the World Wellbeing Movement's values and mission.

- Draft and issue NDAs, supporter agreements, welcome letters, thank you letters, and related correspondence for WWM supporters as needed, making minor adjustments to WWM's standard templates to accommodate the unique requirements of each supporter.
- Ensure that contact details for prospects, sponsors, and funders are accurately recorded in our CRM system (Salesforce), whilst adhering to relevant data protection regulation (training will be provided).
- Assist with the preparation, circulation, and coordination of correspondence, reports, PowerPoint presentations, and other materials as required.

**i. 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.

**Essential Selection Criteria**

- Relevant experience within an administrative and/or executive assistant and/or office manager role
- In possession of strong written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of people.
- Strong numeracy skills, with some experience of financial reporting / use of basic accounting software features (note that training will be provided to successful candidate).
- 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 and attention to detail (e.g. for drafting and issuing invoices, supporter agreements and other legal documents, and running standard financial reports)
- Ability to handle sensitive and confidential matters with discretion and initiative.
- High standard of computer literacy (e.g. Microsoft Word, Outlook, Excel, PowerPoint, or equivalent software programs).
- Fluent in spoken and written English.
- 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 equivalent level of experience).
- A genuine interest in wellbeing science.
- Proven experience of working in a scaling start-up environment with an understanding of what that means in terms of adapting to rapid changes

**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](mailto:info@worldwellbeingmovement.org). Please include your name, and the job title “Office Manager / Executive Assistant” in the email subject line. All applications must be received by 12 pm (Midday) Monday April 22<sup>nd</sup>, 2024.

**Important information for candidates**

## Benefits and conditions

1. Pension: You will have the option of joining a contributory staff pension scheme.
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 is an Equal Opportunity Employer. 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.