



World Wellbeing Movement (WWM) – Executive Assistant / Marketing Associate
(Position based at the Wellbeing Research Centre, Harris Manchester College, University of Oxford)

Job Title	Executive Assistant and Marketing Associate 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.
Salary	£31,502 - £36,333
Hours	37.5 hours per week (would consider part-time for the right candidate)
Contract type	Fixed term of two years (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) Mon June 19 th , 2023

The Company

The World Wellbeing Movement is a non-profit social impact organisation working at the intersection between academic experts, and decision-makers in both business and policy to translate evidence- informed wellbeing insights into real-world impact.

The Movement is formed of global leaders from business, civil society, and academia that have come together **to put wellbeing at the heart of decision-making in business and public policy**. Doing so starts with measuring what we treasure most by ensuring that wellbeing metrics are part of global standards to evaluate societal progress and, in particular, to help measure the social impact of organisations in ESG reporting.

The World Wellbeing Movement’s approach to achieving its mission is strongly evidence-based and that is why it is co-located with the Wellbeing Research Centre at the University of Oxford, which is its academic partner. The other partners of the movement are global corporations and foundations leading in this field.

If you are interested in finding out more about the World Wellbeing Movement, you can visit our webpage here (<https://worldwellbeingmovement.org/>).

The Role

We have an exciting opportunity for a full-time, fixed-term Executive Assistant / Marketing Associate to support the growth of scaling non-profit social impact organisation, the World Wellbeing Movement (WWM).

This is a dual role supporting the WWM's Managing Director with various administrative tasks involved in the running and promotion of the social impact organisation. This could be an ideal role for someone who has established administrative skills, and is looking to gain more experience in marketing. The position will report directly to the WWM's Managing Director, but the successful candidate would also receive mentoring and support from the WWM's Comms & Marketing Lead. As a scaling non-profit, the responsibilities of this role may evolve over time, so the ideal candidate will be flexible and adaptable with a positive, can-do mindset.

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 be for a fixed term of two years renewable subject to performance and availability of finances (with a probation period of six months), starting as soon as possible. Hybrid working is available, however the role will require some weekly office time in Oxford, with the possibility of a small amount of national and international travel.

Key Responsibilities

i. Executive Assistant (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.
- Provide administrative support for Managing Director, and other members of the team as needed, including coordination of occasional travel bookings; and ordering merchandise, stationery, IT equipment, etc. as required, and to an agreed budget.
- Assist with the preparation and circulation of correspondence, reports, and presentations.
- File documentation (paper and electronic), ensuring security, integrity, and confidentiality of data.
- Perform minor accounting duties such as preparing and issuing invoices, and supporting the Managing Director with the preparation of quarterly financial reports and analysis using our accounting software tool (full training will be provided).
- Provide administrative support for job recruitment activity (for a limited number of posts), and assist with new employee onboarding.

ii. Marketing Associate responsibilities:

- Support both the WWM MD, and the WWM Comms & Marketing Lead with creating, scheduling and publishing engaging social media content, always ensuring alignment with World Wellbeing Movement's brand, values and mission (LinkedIn, Instagram, etc.).
- Monitor, track, and report upon social media performance.
- Stay up-to-date with social media trends, best practices, and new features.
- Support the WWM Comms & Marketing Lead with maintaining and expanding website content as required including blog posts, news articles, podcast episodes, job posts, and other relevant content.
- Support in planning and delivering events (including, but not limited to, Board meetings, Advisory Council meetings, Podcast recordings, and WWM presence at larger conferences).
- Support with the creation of PowerPoint presentations, and other marketing materials as required.
- Support the WWM Comms & Marketing Lead with preparation of regular newsletter.

iii. 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

We are seeking a candidate with 2-3 years of previous experience within an administrative and/or executive assistant and/or marketing assistant role. This could be an ideal role for someone who has Executive Assistant skills, and is looking to gain more experience in marketing. There will be an opportunity to learn marketing skills on the job, shadowing and working closely with the WWM Comms & Marketing Lead. As a scaling non-profit, the responsibilities of this role may also evolve over time, so the ideal candidate will be flexible and adaptable with a positive, can-do mindset.

Essential Selection Criteria

- 1-3 years' experience within an administrative and/or executive assistant and/or marketing assistant role, or equivalent experience.
- 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.
- 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.
- Right to work in the UK (we cannot sponsor a visa for this role).
- 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.
- Strong numeracy skills, with some experience of financial reporting / use of basic accounting software features (note that training will be provided to successful candidate).
- Exposure to social media marketing.
- Experience producing blogs or written content for newsletters.
- A genuine interest in building or expanding a marketing skill-set.

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 "Executive Assistant / Marketing Associate" in the email subject line.

We encourage you to contact us with informal enquiries. They may be directed in the first instance to the World Wellbeing Movement team (info@worldwellbeingmovement.org). Any such enquiries will be treated in confidence and will not form part of the selection process. All applications must be received by 12 pm (Midday) Monday June 19th, 2023.

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.