



World Wellbeing Movement (WWM) – Head of Policy

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

Job Title	Head of Policy, 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 and some international travel.
Salary	£51,000 – £60,000
Hours	37.5 hours per week (would consider part-time)
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 pm (noon) on Monday 21st August 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.**

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/>. You can also watch the footage from our recent podcast interview with World Wellbeing Movement co-founder, Prof Lord Richard Layard, here: <https://youtu.be/wrdmqvrXK3M>, and review the Como Wellbeing Manifesto here: <https://worldwellbeingmovement.org/manifesto>.

The Role

We are seeking a highly skilled and experienced Head of Policy to join our team. The ideal candidate will have a strong background in policy analysis and development, as well as excellent communication, stakeholder relations, and public relations skills. Ideally, you will also possess a passion for wellbeing science, and/or wellbeing public policy.

The successful candidate will apply their policy expertise to research the wellbeing policy landscape, producing evidence-informed documentation to inform wellbeing policy, and engaging with government bodies, public-sector representatives and policymakers in the UK, Europe, the US and elsewhere. In

addition, you will develop and execute communication strategies to effectively communicate policy positions to internal and external stakeholders, including the media and the general public. **This is an exciting opportunity to shape wellbeing policy outcomes and drive positive change.**

The position will report directly to the WWM's Managing Director. 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 circa one day a week in our office in Oxford, and circa one day a week in London, in addition to some national and international travel. As a scaling non-profit, the ideal candidate will be flexible and adaptable with a positive, can-do mindset.

Key Responsibilities

- i. Promote public understanding of the evidence for, and importance of, wellbeing public policy*
 - Develop and execute strategic communication plans to effectively communicate policy positions and initiatives to internal and external audiences
 - Lead policy related strategy and communications for a campaign focused on promoting public understanding of the ideas and facts about wellbeing, and calling on policy makers to make wellbeing their overarching objective
 - Create compelling content, including press releases, op-eds, articles, and social media posts, to promote the WWM's policy positions, in collaboration with the Comms & Marketing Lead
 - Collaborate with the WWM's Public Relations &/or Public Affairs agency to amplify messaging
 - Ensure brand alignment, and coordination with Comms & Marketing Lead at all times

- ii. Research, policy analysis and documentation*
 - Conduct regular research, analysis and monitoring of the wellbeing policy environment and brief the World Wellbeing Movement's Managing Director, Board of Directors, and corporate members.
 - Develop policy recommendations and proposals based on research findings and analysis.
 - Collaborate with internal stakeholders, including WWM Board Directors and subject matter experts, to develop and refine policy positions.
 - Prepare high-quality policy documents, including reports, briefings, white papers, and presentations.
 - Monitor media coverage and public opinion related to policy issues and develop appropriate responses or messaging strategies

- iii. Cultivate, maintain and strengthen partnerships*
 - Cultivate and maintain effective relationships with key influencers and decision makers to the wellbeing policy agenda, including: elected representatives, Government departments, statutory bodies, industry associations, advocacy groups, funders, non-governmental organisations, and other relevant stakeholders.
 - Manage stakeholder mapping to identify key influencers and decision makers to wellbeing policy in multiple territories across the world.
 - Support the WWM Managing Director with representing the World Wellbeing Movement at relevant meetings, events, conferences and other public-facing engagements.

- Provide evidence-informed insights to policymakers to support wellbeing initiatives.
- Build the World Wellbeing Movement’s reputation as a known and trusted source of evidence-informed insights for policymakers and business leaders to support wellbeing initiatives.

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

- An undergraduate degree (or higher).
- Knowledge and recent experience gained from work within a policy team (or equivalent).
- A good understanding of the policymaking process, including knowledge of methods used in policy development and influencing.
- Experience working with journalists and media outlets.
- In possession of excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of stakeholders.
- The expertise and confidence to engage with public officials.
- Demonstrated ability to cultivate productive relationships with a wide range of senior stakeholders, such as from academia, civil society, public sector, private sector and third sector.
- Well-organised and able to multi-task, with the ability to prioritise activities and competing deadlines.
- Able to work resourcefully, and with minimum supervision, as a member of a small team.
- 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.
- Fluent in spoken and written English.
- Right to work in the UK.

Desirable Selection Criteria

- A Master’s degree or higher.
- A genuine interest in wellbeing science.

Opportunity

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 availability of finances (with a probation period of six months), starting as soon as possible. Hybrid working is available, however the role will require circa one day a week in our office in Oxford, and circa one day a week in London, in addition to some national and international travel.

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 “Head of Policy” 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 (noon) on Monday 21st August 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.