The Global Wellbeing Summit Project Manager

Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, The Wellbeing Project (TWP) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalyzing the development of a new infrastructure to better support everyone working in the field.

The Global Wellbeing Summit Project Manager is a relevant position at The Wellbeing Project (TWP) as we enter an exciting new phase of work preparing the most impactful Wellbeing event to be held in 2025.

The GWS project manager will have the opportunity to manage and handle end to end the successful organization of the entire event.

KEY RESPONSIBILITIES:

Reporting directly to The Wellbeing Summit Lead and The Wellbeing Summit Director, as a “number three”, you’ll be responsible for supporting the coordination and implementation of the event, supervising the daily work with the production agency and other external providers.

● Participation in overall journey design: and support the organisation of side and secondary events:
  ○ Support The Wellbeing Summit Lead and The Wellbeing Summit Director in the coordination of the overall journey design: side and secondary venue selection, flow management, side and secondary program design, and online experience.

● Project management:
  ○ Create and update road maps and timelines using Asana; track progress and be responsible for timely execution.
  ○ Track all the moving parts and dependencies while keeping the big picture in mind to make sure all the key actors are working well together.
  ○ Collect all necessary information from speakers, artists, producers, and all internal and external stakeholders to coordinate the organization of smaller sessions (no plenary) and side events.
  ○ Together with The Wellbeing Summit Lead and The Wellbeing Summit Director, help in the coordination and production of special or side events operated by co-creators or partners and taking place out of The Wellbeing Summit framework, before, during or after the event.
  ○ Support The Wellbeing Summit Director with production budget coordination.
● Vendor management and coordination:
  ○ Together with The Wellbeing Summit Lead and The Wellbeing Summit Director, be the primary point of contact with the execution team of the production company and/or any other vendor.
  ○ Together with The Wellbeing Summit Director, facilitate daily communication and work coordination in the execution of the event between TWBS team (conference content curator, arts curator, logistics manager, community engagement manager, IT manager, communication team, fundraising team, etc.) and the production agency and/or any other vendor.
● Internal coordination and execution:
  ○ Together with The Wellbeing Summit Lead and The Wellbeing Summit Director facilitate communication and coordinate work between the different members of TWBS team (conference content curator and team, arts curator and team, logistics manager and team, community engagement manager and team, communication team, fundraising team, etc.).
  ○ Support internal communication between TWBS team and the broader TWP team.

PROJECT TEAM ELEMENTS:

Small working group: with TWBS Lead and TWBS Director and other members of The Wellbeing Summit Team
- Project Team calls (weekly)
- Attend the Team and Summit Retreats: two in-person retreats / year
- Attend 1 or 2 Regional Wellbeing Summit(s)

REQUIRED QUALIFICATIONS:

Profile:
● A minimum of 5 to 10 years experience in events organisation
● Excellent written and oral communication skills, engaging successfully with many different stakeholders and senior leadership.
● Demonstrated strength in relationship management.
● Experience of working and thriving in a global matrix organization is a plus.
● Passion for education, learning, Wellbeing, and social sector. Self-driven and passion for social change and wellbeing
● Flexible and like to be in a fast-paced and ever-changing environment, problem-solve, are proactive, responsive and think beyond the task at hand.
● Creative and outside of the box thinking. You can propose new ways to systematize administrative processes and improve current networks’ management.
● Possesses a global outlook and approach.
● English language is a must, foreign languages a plus.
Competencies

- Comfortable working independently and as a member of a larger team. Operates as a self-aware, effective team player.
- Strong awareness and comfort with cultural differences and a global perspective.
- Comfortable with flexible working hours working across multiple time zones.
- Ability to manage time responsibly and juggle multiple, varied tasks at once.
- People-oriented and able to communicate with respect, benevolence, clarity, sensitivity, and, internally, can express your needs when they arise, with openness and authenticity, in a beneficial manner.