

# Internal communications and Organisational change

(People & Culture)

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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.

**At The Wellbeing Project, we live by three core values:**

- **Balanced Self-Leadership (Be You, Be Great):** We encourage deep self-awareness, emotional intelligence, and continuous personal growth. Our team members practice self-care, set clear priorities, and proactively seek feedback to improve.
- **Lightness (Be You, Be Gentle):** We bring joy, curiosity, and a growth mindset into our work, focusing on solutions and maintaining a high level of positive energy.
- **Collaborate Kindly (Be You, Be Together):** We foster a supportive and respectful environment, sharing information openly, assuming positive intent, and working in alignment with our team and partners.

The **Internal communications and Organisational change Senior Manager** will report directly to the **People and Culture Lead** and will collaborate and contribute together in thriving and improving the working methods of a high-performing and passionate community.

The ideal candidate will have strong project management and community management skills, with the ability to communicate effectively, adhere to processes, and ensure that organizational information sharing is current. This role demands exceptional communication, planning, and organizational skills, along with creativity and the ability to inspire. A results-oriented mindset and strategic vision are essential qualities for success in this position.

## KEY RESPONSIBILITIES:

### Culture & Engagement

- Champion and evolve our organizational culture to reflect our mission and values. Follow up and grow initiatives in place (survey, retreats, team calls)
- Partner with the P&C Lead in shaping organization-wide cultural and communication strategies. Implement initiatives and new systems that promote open dialogue within the organization, foster inclusion, belonging and enabling trust
- Collaborate with P&C lead to outline the DEI strategy. Assist with inclusion initiatives and integrate equity and belonging into team rituals, language, and decision-making processes.

## **Internal Communications**

- Develop and maintain effective internal communication strategies and rhythms across a hybrid team.
- Craft clear, consistent messaging for organizational updates, values-based storytelling, and change initiatives.
- Facilitate transparency and two-way communication through digital tools and feedback loops.
- Maintain the tracking and progress of the Project work monthly, quarterly and annually
- Co design and facilitate together with P&C lead and other areas the weekly all team calls
- Measure engagement and feedback to iterate communication practices.

## **Organizational Development**

- Promote and execute initiatives focused on team development, with an emphasis on cross-collaboration, inter-team knowledge sharing, and capability enhancement.
- Collaborate with managers to assess team needs and facilitate tailored development interventions.
- Help refine structures, processes, and ways of working to support agility and clarity.

## **Change Management**

- Partner with leadership on the design and rollout of change initiatives related to growth and reorganization.
- Ensure change is inclusive, well-communicated, and aligned with organizational values.
- Together with P&C lead, provide support and guidance to teams navigating transition.

# **PROFILE, SKILLS AND COMPETENCIES**

## **About You**

You're someone who thrives on connecting people, ideas, and purpose. You bring empathy, structure, and creativity to the way people experience work. You enjoy shaping the moments that matter in an employee's journey, from onboarding to team-wide communication. You care deeply about culture and believe in the power of transparent, value-aligned communication. You are interested in learning and caring about wellbeing and social impact

## REQUIRED EXPERIENCE

- ~5 years' experience across People & Culture, Internal Comms, training and development and /or Change management.
- Experience working across diverse, multicultural teams and remote teams
- Fluency in tools like Slack, Miro, and Canva—or quick adaptability to similar platforms.
- Demonstrated experience in community engagement, or relationship building within diverse teams.

## PERSONAL PROFILE & COMPETENCIES

- University degree in social communications, behavioral science, Human resources or related subjects.
- The ideal candidate is digitally agile and comfortable using a range of digital tools such as Canva, Miro, Asana, facilitating meetings on Zoom, Google Workspace, and basic design platforms to collaborate, create, and communicate effectively in a dynamic work environment.
- Experience and knowledge in internal communications, organizing documentation, and monitoring project progress
- Strong grasp of change management principles and experience implementing change in dynamic environments.
- Proven ability to build trust, foster inclusive environments, and work across diverse teams. Easily manages relationships.
- Strong project management skills, with the ability to plan, organize, and execute projects from inception to completion. Can manage the process of idea to execution.
- Excellent communication and interpersonal skills, with the ability to interact professionally and effectively with internal stakeholders. When communicating, it can simplify complexity. able to communicate with respect, clarity, authenticity, and empathy.
- English is a must. Professional or bilingual level

At TWP, we are dedicated to cultivating a work environment that prioritizes both personal and professional development. We are in search of individuals who exemplify our core competencies and are eager to contribute to a workplace where these competencies underpin our shared success.

**Self-Management** – Regulating thoughts, emotions, and actions effectively to achieve personal and professional goals.

**Agile Mindset** – Embracing adaptability, continuous learning, collaboration, and problem-solving.

**Resource Mobilization Mindset** – Identifying, allocating, and utilizing resources proactively to maximize impact.

**People Management & Leadership** – Inspiring and managing teams to achieve objectives efficiently while fostering engagement and growth.

**Sustainable Mindset** – Integrating economic, social, and environmental considerations into decision-making.

**Communication** – Effectively conveying and understanding information to build relationships and collaborate.

**Co-Creation** – Engaging diverse stakeholders to generate innovative and meaningful solutions.

## NICE TO HAVE

- Facilitation training, experience in NGOs or purpose-driven organizations, Spanish.

## WHAT WE OFFER

- A strong culture which is at the core of our organization and the project, as well as a large and diverse Project team that is loving, caring and... awesome people!
- An opportunity to work on a ground-breaking, global project that is a co-creation with leading institutions in the field of social change, and that is already seeing the beginning of an extraordinary movement.
- A steep yet friendly learning curve.
- An innovative, co-creative, entrepreneurial, and international working environment.
- Compensation according to level of experience and seniority

Join a purpose-driven team committed to growth, wellbeing, and authentic collaboration. You'll have the chance to shape how we work and thrive together.

Apply through [hiring@wellbeing-project.org](mailto:hiring@wellbeing-project.org), send your CV and cover letter, looking forward to meeting you!