
Regional Hearth Summits Senior 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 catalysing 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.

At The Wellbeing Project, we are committed to fostering a work environment that values personal and professional growth. We seek individuals who embody our [competencies](#), and who are excited to contribute to an environment where these competencies drive our collective 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.

We are looking for a highly motivated and strategic professional to join our team as the Regional Summits Senior Manager. Reporting directly to the Regional Summits Director, this role will collaborate closely with the RHS team, local organizers, The Wellbeing Project (TWP) broader team, and community partners to drive the planning, execution, and lasting impact of regional

summits across Asia, Europe, and Africa. Over time, there is potential to take on management responsibilities, including oversight of the Regional Summits Coordinator / Management level.

The ideal candidate will be organized, relational, and deeply committed to community engagement. They will oversee program implementation, strengthen regional capacity, and contribute to the strategic development of summit initiatives, ensuring all efforts reflect TWP's mission and values. We seek someone entrepreneurial, collaborative, and passionate about creating meaningful experiences that advance wellbeing and social impact globally.

KEY RESPONSIBILITIES

Summit Coordination and Support:

- In collaboration with the Regional Summits Director, lead and coordinate regional summits in Asia, Europe and Africa, ensuring smooth planning and efficient execution.
- Provide prompt, clear, and thoughtful responses to support regional summits in Asia, Europe and Africa, ensuring high attention to detail and responsiveness to their diverse needs, timelines, and context-specific particularities
- Serve as liaison between local organizing teams in Asia, Europe & Africa, the TWP team, and the extended network, facilitating clear communication and consistent support.
- In collaboration with the Regional Summits Director (Summits in Asia, Europe & Africa & overall RHS Strategy) and the Networks Advancement Senior Manager (Summits in the Americas + Higher Ed Network), develop and implement support plans for local organizers, including designing effective onboarding processes and tailored support maps.
- Work closely with local teams in Asia, Europe and Africa to proactively identify challenges and address the unique needs of each summit, fostering a solution-oriented approach.
- Work together with the RHS Coordinator for ensuring resource repository management and summit deliverables.

Community & Stakeholder Management:

- In collaboration with the Regional Summits Team, develop strategies to build and sustain the Regional Hearth Organizers Community (RHOC), fostering leadership, strengthening capacity, and nurturing a sense of community and safe space.
- Promote a culture of wellbeing and inclusion within the RHS community, encouraging local ownership and active participation.
- Build and maintain relationships with local organizers to enhance summit impact and strengthen community engagement.
- Identify opportunities to build partnerships, both new and current, that support summit objectives, enhance visibility, and broaden community reach.
- Represent the Regional Summits Team at relevant in-person events, advocating for community wellbeing and collaborative approaches to a culture of wellbeing in social change.

Budget & Financial Compliance:

- In collaboration with the Regional Summits Director and the Networks Advancement Senior Manager, prepare the RHS budget, ensure compliance, and promote a resource mobilization mindset.
- In collaboration with the RHS Director, monitor budget execution for Asia, Europe & Africa summits to maintain financial accountability and alignment with project objectives.
- Support the identification of strategic funding opportunities and promote sustainable financial practices within summit planning and execution.

Capacity Building and Program Integration:

- Develop robust and strategic resources to strengthen the capacity of local teams, identifying and documenting key protocols, guidelines, and/or processes to ensure the successful planning and execution of the summits.
- Effectively and strategically share resources to build the capacity of local teams, facilitating knowledge sharing and maintaining open communication.
- Ensure the integration of key themes —such as ecological belonging and intergenerational trauma— into regional summits' programming.
- Encourage the adoption of best practices that align with TWP's commitment to personal, organizational, societal, and planetary wellbeing.

Impact and Sustainability:

- In collaboration with the Regional Summits Director and the Networks Advancement Senior Manager, define impact metrics and strategies to track progress and contribute to TWP's annual reporting.
- Integrate regional initiatives into TWP's broader strategy, fostering cross-functional collaboration and stakeholder engagement.
- Prioritize arts integration, diversity, equity, inclusion, and sustainability as core principles in summit planning and execution for summits in Asia, Europe & Africa.

Team Collaboration and Support:

- Foster a positive and collaborative working environment within the RHS team, promoting self-leadership, open dialogue, and a culture of kind collaboration and lightness.
- Support team members by sharing knowledge, offering guidance, and encouraging open dialogue, personal and professional growth.
- Participate in weekly, biweekly and/or monthly check-ins with different areas of TWP Team.

Global Integration:

- Assist in synthesizing regional insights from Asia, Europe & Africa to inform broader strategic goals, helping to bridge local experiences with global perspectives and grow the locally rooted universally human wellbeing movement
- Promote RHS voices from Asia, Europe & Africa in other regional/global speaking opportunities, fostering diverse representation.

PROFILE AND SKILLS

- 7-10 years of professional experience with a proven track record in project management, community engagement, and event coordination, preferably in roles requiring effective coordination and collaboration across diverse teams and regions.
- Strong organizational and problem-solving skills, with the ability to guide and support local teams while fostering a culture of wellbeing and inclusivity, that honors regional/context specific particularities
- Ability to work effectively in multicultural, global environments, both independently and as part of a collaborative team.
- Excellent communication and relationship management skills, skilled at engaging internal and external stakeholders and fostering strong partnerships.
- Passionate about social change and community wellbeing, with a proactive, resourceful, and solutions-oriented approach to problem-solving.
- Proficient in English; fluency in German and/or French is an asset.

WHAT WE OFFER

- An opportunity to work on a groundbreaking global project co-created with leading institutions in the social change sector.
- A collaborative, entrepreneurial, and co-creative work environment where innovation is encouraged.
- A strong culture centered around wellbeing, personal development, and social impact.
- Opportunities for professional growth, including networking with key players in the philanthropy and social change ecosystem.
- A role that directly contributes to the wellbeing of changemakers and supports the sustainability of their work.
- Competitive compensation within the social sector.
- Flexibility in working location, preferably based in Europe. Opportunity to travel internationally (up to 5-6 times per year) for key events and engagements.

We are looking forward to meeting you! Apply sending your CV and Cover Letter to hiring@wellbeing-project.org