The Wellbeing Project

RHS ASSOCIATE LEAD- Regional Hearth Summit

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.

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We are looking for a **Regional Hearth Summit Associate Lead (RHS Associate Lead)** to play a pivotal role in helping bring TWP's mission to life by enabling high-quality, values-aligned Regional Hearth Summits across regions. Reporting to the Hearth Summits Lead, this role provides day-to-day leadership and coordination for a global team that supports regional organisers in designing and delivering local summits annually. The Associate Lead defines the RHS area strategy, helps strengthen team effectiveness, ensures consistency and quality across the event portfolio, and supports organisers in creating meaningful spaces where changemakers in the social sector can learn, connect, feel inspired, and deepen their commitment to wellbeing and community.

This is an ideal role for a leader who combines strong strategic capabilities and project and event management skills with a collaborative mindset, sound judgement, and a genuine commitment to wellbeing in the social sector. The Associate Lead will work closely with the Hearth Summits Lead to design the strategy, guide team priorities, coach and support colleagues, and continuously improve how regional events are planned, delivered, and learned from.

KEY RESPONSIBILITIES

The Regional Hearth Summit Associate Lead's main responsibilities are:

- Define the RHS strategy.
- Provide leadership and a development orientation to the RHS team. Coordinate priorities, workflows, and communication across a team of colleagues working with organisers in different cities and regions.
- Partner closely with the RHS Director to translate strategy into operational plans, support team development, and strengthen the overall effectiveness of the regional events function.
- Support and coach regional organisers to design and deliver well-organised, high-quality events that reflect the organisation's purpose, values, and standards.
- Ensure consistency and quality across the annual portfolio of approximately 15 to 20 global events, including planning processes, participant experience, content quality, and follow-up.
- Together with the RHS Director, act as a thought partner and internal expert on regional summit design, offering guidance on event structure, facilitation approach, stakeholder coordination, and quality assurance.
- Help build strong relationships with organisers and partners, fostering trust, collaboration, and alignment around the mission of cultivating inner wellbeing in the social sector.
- Track progress across events, identify risks or support needs early, and help solve problems to keep delivery on track.

- Capture learnings and insights from events and team experience, and contribute to the continuous improvement of tools, processes, and guidance for regional organisers.
- Represent and model the organisation's culture of inner wellbeing, collaboration, and community-building in both internal teamwork and external engagement.
- Lead, coach and develop the RHS team.
- Initiate, push or support transversal work within TWP, fostering cross-collaboration with other teams such as Global Hearth Summit, Fundraising, Networks, Marketing & Communications, and others.
- Work closely with the Hearth Summits Lead to ensure that the RHS strategy and priorities are aligned with the broader direction of the Hearth Summits area and TWP's organisational objectives.
- Build and nurture strategic partnerships and identify opportunities for cross-organisational collaboration that strengthen the RHS network and contribute to TWP's wider impact.

PROJECT TEAM ELEMENTS

- Manage a team of between 4 to 5 people.
- Work collaboratively within an Associate Lead model.
- Strengthen cross-collaboration with relevant TWP teams.

EXPECTATIONS

The Associate Lead represents the organisation and upholds its values and behaviours when leading teams and engaging with networks and stakeholders. The role balances strategic vision with operational excellence, leads highly complex projects, and supports and coaches team members throughout implementation. It also builds, nurtures and manages strategic partnerships.

At this level, the Associate Lead is expected to take ownership of the RHS area's results, shape its strategic direction and contribute to organisational priorities beyond their immediate area of responsibility. They are also expected to develop leadership capacity within the team and influence cross-organisational collaboration.

REQUIREMENTS

Experience and Education

- Bachelor's degree and postgraduate studies in International Relations, Nonprofit Management, Humanities, Social Sciences, or a related field.

- Proven experience, with more than 10 years working in international events, projects or network development.
- Experience in the leadership of medium to large teams.

Languages

- Native or fluent English (written and spoken) is required.
- Additional languages such as Spanish or French are a plus.

Competencies

The successful candidate will also demonstrate the following skills, capabilities and competencies:

- Strategic Leadership & Organisational Impact: Ability to shape the strategic direction of an area, connect its priorities with broader organisational objectives and identify opportunities to influence results and create impact across TWP.
- Strategic Thinking & Complexity Management: Ability to embrace complexity and lead highly complex projects and initiatives, balancing long-term vision with operational priorities, anticipating challenges and exercising sound judgement in strategic decision-making.
- Leadership & People Development: Proven ability to lead, coach and develop teams, foster a culture of trust and shared accountability, and strengthen leadership capacity across the organisation.
- Strategic Partnerships & Cross-functional Collaboration: Ability to build and nurture strategic relationships with internal and external stakeholders, identify opportunities for collaboration and co-creation, and develop partnerships that advance TWP's mission. Demonstrates strong listening skills and openness to different perspectives.
- Communication, Facilitation & Global Perspective: Excellent interpersonal, written and verbal communication skills, including public speaking and facilitation. Strong cultural awareness, a global perspective and the ability to engage effectively with diverse stakeholders across regions.
- Sector Knowledge & Mission Alignment: Strong understanding of the social sector and its networks, with a genuine interest in and commitment to advancing wellbeing among people working for social change. An openness to working in a mission-driven, international and collaborative non-profit environment.

NICE TO HAVE

- Skills or experience in event management, marketing and/or communications.

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- Previous experience working in or with NGOs, foundations or other mission-driven organisations, particularly in the areas of social impact and wellbeing.

REQUIRED

1. Full-time engagement.
2. Availability to travel.
3. CET time zone
4. This is a freelance position

WHAT WE OFFER

- An opportunity to contribute to a global initiative advancing wellbeing in the social change sector, supporting a diverse network of Regional Hearth Summits and changemakers across different regions.
- A full-time collaboration with an international team, working closely with regional organisers, partners and colleagues across TWP.
- An innovative, collaborative, entrepreneurial and international working environment.
- A strong organisational culture centred around wellbeing, personal and professional development, collaboration and social impact.
- The opportunity to shape the strategic development of the Regional Hearth Summits, strengthen global communities and contribute to meaningful change in the social sector.

We are looking forward to meeting with you. Send your CV and Cover Letter to hiring@wellbeing-project.org before November 30th, 2026