Are you passionate about happiness, wellbeing and social change? 
Are you super-organised, multi-talented and great at getting things done?

<table>
<thead>
<tr>
<th>Role:</th>
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<tbody>
<tr>
<td>General Superhero &amp; Executive Assistant</td>
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<tr>
<th>Location:</th>
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<td>Flexible (office based in Holborn, London - but remote working possible)</td>
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<th>Duration:</th>
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<td>12 month contract with potential for extension</td>
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<td>Commitment: Minimum 2.5 days/week (ideally spread daily across Mon-Fri), potentially rising to full-time 5 days/week (once role has been proven).</td>
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<th>Reporting to:</th>
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<tr>
<td>Director of Action for Happiness (Mark Williamson)</td>
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<th>Overview:</th>
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<td>Action for Happiness is on a mission to create a happier and kinder world and we need a superhero to join our team. This is a unique opportunity for someone with a special blend of skills and - above all - the ability to get lots of things done calmly and effectively. We’re looking for someone who...</td>
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- Shares our passion for happiness, wellbeing and social change
- Is super-organised, great at prioritising and totally reliable
- Loves handling emails and queries from supporters
- Has fantastic attention to detail and is entirely self-reliant
- Is tech-savvy and enjoys using (and learning about new) online tools
- Is friendly, warm-hearted and enjoys collaborating & helping others
- Ideally also has experience relating to event management, graphic design, social media, financial tracking/invoicing and digital media.
Background and context for role:

**Action for Happiness** helps people take practical action to improve wellbeing, both for themselves and others. Our vision is a happier and kinder society, with fewer people suffering (e.g. due to mental ill health or social isolation) and far more people feeling good, functioning well and helping others.

To achieve this vision, we:

- **Bring the science of wellbeing to life**, via our *Ten Keys to Happier Living* resources, introductory program and public events:
  
  - [www.actionforhappiness.org/10-keys](http://www.actionforhappiness.org/10-keys)
  - [www.10daysofhappiness.org](http://www.10daysofhappiness.org)
  - [www.actionforhappiness.org/events](http://www.actionforhappiness.org/events)

- **Help people take action to boost wellbeing**, via our monthly themes and daily actions - as seen in our calendars and app:
  
  - [www.actionforhappiness.org/calendars](http://www.actionforhappiness.org/calendars)
  - [www.actionforhappiness.org/app](http://www.actionforhappiness.org/app)

- **Bring people together for deeper transformation**, via our local groups and life-changing face-to-face courses:
  
  - [www.actionforhappiness.org/course](http://www.actionforhappiness.org/course)
  - [www.actionforhappiness.org/groups](http://www.actionforhappiness.org/groups)

This is an exciting opportunity for an experienced Executive Assistant, Project Manager, Operations Manager and/or Office Manager to help deliver a step-change increase the scale and efficiency of Action for Happiness. In particular this will involve supporting and taking over vital day-to-day activities which are currently carried out by our Director and other key members of the team.

Work summary:

The core focus of this role is to significantly increase Action for Happiness’ capacity to deliver and grow its activities effectively, while freeing up time for the Director to allow greater focus on strategic challenges. This requires someone with exceptional organisational skills, strong attention to detail, a willingness to take on a wide range of different tasks (some exciting, others mundane) and a friendly, collaborative and flexible working style.

Main requirements and responsibilities:

Core responsibilities:

- **Supporting AfH Director** - providing on-going executive support across all AfH activities, including support for Trustee Board meetings.
- **Supporter Communications** - managing emails, responding to queries, handling issues, drafting newsletters, social media engagement.
**Office Management** - invoicing, paying bills, arranging meetings, handling paperwork and reporting.

**Action Program Management** - coordinating creation of monthly action calendars (including translated versions) and updates to website/app.

**Event Support** - helping to promote and support public events (both real-world and online), liaising with speakers, handling ticketing etc.

**Online Systems** - using and updating key AfH technology platforms (e.g. Mailchimp, Zapier, Eventbrite, SurveyMonkey, Zoom).

Associated responsibilities (as needed):
- Communicating with key stakeholders (e.g. funders, media)
- Contributing to team discussions and strategic planning
- Acting as a spokesperson about Action for Happiness
- Presenting updates to Director, AfH Trustees and colleagues

**Key success metrics for role:**
- Strong relationships developed with Director and core team
- Freeing up time for AfH Director by taking over key activities
- Ensuring key tasks are completed efficiently and on time
- Increase in overall team capacity to support on-going growth

**Key skills and attributes required:**

**Essential skills and attributes:**
- Conviction about the Action for Happiness mission
- Strong track record of managing complex projects, prioritising tasks and getting lots of different things done effectively and reliably
- Great relationship building and communication skills
- Extensive experience of efficient email/inbox management
- High level of familiarity using Google suite - Gmail, Sheets, Docs etc
- Able to work independently and remotely with minimal supervision
- Positive and friendly style of working
- Personal experiences relating to wellbeing and mental health

**Preferable skills and experience (non-essential)**
- Knowledge of Action for Happiness ideas and resources
- Good working knowledge of key factors affecting mental wellbeing
- Experience of using key online systems (e.g. Mailchimp, Zapier, Eventbrite, SurveyMonkey, Zoom, website CMS systems).
- Experience of event management
- Skills in graphic design and layout/styling of visual assets
- Experience in digital marketing and social media management
**Contract type:**

This is a fixed term contract for a self-employed individual with the necessary skills and attributes (see above). The contracted worker will be responsible for managing their own tax, VAT and insurance requirements.

Overall contract value to be based on agreed day rate and invoiced monthly.

This role may require some evening work attending AfH events in London and some regional events over the course of the contract.

**Contract rate:**

To be agreed based on experience.

Equivalent to annual salary in range of £25,000 - £40,000 (pro rata).

**Contract timelines:**

- Closing date for proposals: **Fri 4 September 2020**
- Shortlisted candidates will be interviewed as soon as possible

**Who can apply?**

*Action for Happiness is committed to diversity and inclusion and we welcome applications from people of all ages, ethnicities and backgrounds.*

Ultimately it will be the right person - and not necessarily the most extensive list of qualifications - that gets the role. So, if you feel you might be a great fit and could add a lot of value, but have a slightly alternative profile than we appear to be asking for, please do apply nonetheless.

**To apply for this position please send a proposal letter/email (no more than 500 words max) and CV to:** info@actionforhappiness.org