

Network Development Manager

Duration: Permanent

Hours: Three days per week

Salary: up to £32,440 pro rata

Location: Home based – so anywhere in the UK.

To apply: send a CV and covering letter, outlining your suitability for the post, to roger@networkofwellbeing.org by midnight on Monday, 4th August, 2025

Role description

The Network Development Manager is a new post and will take responsibility for growing the Network of Wellbeing (NOW)'s relationships with its followers, especially wellbeing changemakers in the public, private and third sectors. They will develop and deliver a network offer that supports the Network of Wellbeing's strategic aims and is consistent with its organisational strategy. They will report to NOW's Director.

They will have responsibility for:

- ensuring NOW offers clear pathways for people and organisations to engage with us, including by setting up and growing our new Ambassador Programme;
- managing our communications with our followers, with support from our Director, including through our website, our monthly e-newsletter and our social media (X, Facebook, LinkedIn and Instagram), always ensuring communications are consistent with NOW's brand and key messaging;
- working with our Director to build and manage external relationships to ensure the contribution of a wide variety of top-quality content for our events, the website and on social media;
- organising and facilitating online and in-person events to grow our following and enable our followers, especially wellbeing changemakers, to learn from and connect with others;
- working with the Director to set up and administer effective systems to track our engagement, especially with wellbeing changemakers;
- working with the Director and our fundraiser to prepare fundraising applications for our network activities.

General duty of all staff at the Network of Wellbeing

- All staff at the Network of Wellbeing are expected to contribute to its success by actively participating in the development, monitoring and review of our organisational strategy; contributing to fundraising activities, enthusiastically participating in NOW's events and activities, supporting colleagues with advice and assistance, and by undertaking their fair share of administrative and office management tasks.

Person Specification

The Network of Wellbeing is looking for someone who:

- has a knowledge of wellbeing issues, or related topics, and is committed to our vision and mission;
- is a good team player, with experience of working remotely within a small team;
- has experience of managing, engaging and developing networks of passionate people, including through setting up and managing contact management systems and community platforms;
- has excellent spoken and written communication skills, including experience of delivering top-quality content for the web and social media;
- has experience of organising and hosting exciting online and in-person events;

- has solid organisational skills and a good working knowledge of common office IT systems, including Microsoft Word and Excel, Dropbox, Google Mail, Drive and Google Calendar, plus some familiarity with Zoom, Mailchimp, WordPress and Canva (or equivalents).

Some experience of working with a fundraiser would be an advantage.

All appointments to the Network of Wellbeing are subject to a six-month probation period.

We are looking to ensure the diversity of the staff group reflects the diversity of people in the UK and would welcome applications from people in all social groups.

Further Information about The Network of Wellbeing

The Network of Wellbeing was formed in 2013. Our vision is people and the planet thriving together and our mission is to connect people, support projects and inspire action for the wellbeing of people and the planet. We do this through events, network-building, our retreat venue Eden Rise, and community projects, such as our Share Shed – a mobile library of things. Our values are collaborative, compassionate and transformative.

The Network of Wellbeing is currently governed through a Board of four Trustees:

- David Green (Chair of Trustees)
- Margaret Woodward
- Nigel Woodward
- Zafar Choudhury

Trustees serve for three years and may be reappointed.

The Network currently employs:

- Roger Higman (Director)
- Mirella Ferraz (Projects Manager)
- Sylvie Mohabir (Manager - Eden Rise)
- Mark Jefferys (Manager - Share Shed)

Our work, as determined through an organisational strategy agreed in 2023, comprises three main parts:

- **building our network of wellbeing changemakers through clearer, more enticing offers and better data management.** Almost 5000 people subscribe to our monthly e-newsletter and 17,300 follow us on X (Twitter), 6,540 on Facebook, over 2200 on Instagram and almost 900 on LinkedIn. We are planning to introduce a new Ambassador Programme during 2025.
- **managing the Share Shed – our travelling library of things - to help people improve their wellbeing in ways that are affordable and environmentally sustainable.** We currently run a weekly service to seven towns in south Devon. Since we opened in 2017, we have made over 6500 loans to over 3300 people from our inventory of over 350 items, saving an estimated £435,000 and 302 tonnes of carbon dioxide.
- **managing Eden Rise, our haven for wellbeing in the Devon countryside.** Last year, Eden Rise was used for 59 separate residential retreats and attracted over 1180 guests. We have recently installed more solar power to reduce our costs and emissions.

For further information on the Network of Wellbeing, visit our website www.networkofwellbeing.org.