

A close-up, profile view of a leopard resting on a large, textured rock. The leopard's fur is a mix of tan and black, with distinct dark spots and stripes. Its eyes are partially closed, and its long, white whiskers are prominent. The background is a soft-focus green, suggesting a natural, outdoor environment with foliage.

WCMC

Associate Programme Officer - Policy
Application Pack

Thank you for your interest in the role of Associate Programme Officer within the Policy team at UNEP-WCMC

We are seeking an Associate Programme Officer to contribute to the implementation of UNEP-WCMC's innovative projects on international biodiversity processes and conventions. We are looking for an enthusiastic, dedicated, and conscientious individual with a commitment to finding solutions to global biodiversity challenges. As part of the policy team, the Associate Programme Officer will contribute to projects involving national governments, intergovernmental agencies, and other stakeholders in the context of global biodiversity processes and conventions, in support of UNEP-WCMC's strategic objectives. Tasks include conducting research, providing input to high-quality outputs for policymakers and helping to organise workshops and other project events.

ABOUT THE TEAM

The UNEP-WCMC Policy team is a dynamic group of experts providing enabling and foundational support to the Centre's work and impact. For over 40 years, UNEP-WCMC has worked with partners to ensure the world is equipped with trusted science, data and knowledge and the capacity and policy advice to use this for better decision-making. The Policy team plays a central role in ensuring the work of the Centre is relevant and impactful for international and national policy processes. We support the CBD and other intergovernmental conventions and processes, including identifying opportunities for increased cooperation. We provide authoritative information on biodiversity indicators to decision-makers in international organisations and processes, national governments, business, and other stakeholders. We support decision-makers in assessing biodiversity and ecosystems services and their contributions to society and human well-being. And we work with partners to promote equitable and ethical approaches to biodiversity policy and governance.

We work as one organisation. So, while our projects, partnerships and collaborations form the basis of the Policy team's focal initiatives, they are delivered across the whole Centre.



ABOUT THE ROLE

Job Description

The focus of this post will be to work with a dedicated team of colleagues to:

1. Contribute to delivery of high-quality outputs for policymakers, including conducting and synthesising research and drafting and editing reports;
2. Help organise workshops or project events, including handling meeting logistics, preparing background information, and following up with speakers or participants;
3. Contribute to accurately entering project relevant data into relevant information management systems at UNEP-WCMC;
4. Provide technical and administrative support as required to project teams to effectively implement project tasks and activities.

We are looking for a highly competent and independent individual with a commitment to biodiversity and its value to people, who brings excellence in both writing and information and data analysis skills and the ambition to learn from working with a high-performing team in a fast-paced international organisation.

Key Areas of Responsibility

- Analysis and synthesis of data and information, including from published literature, databases, and various multiple sources, in order to produce well written and succinct reports for policymakers, including figures and tables as required. Reports produced by the Policy Innovation Area focus on international policy processes and conventions, biodiversity indicators, the link between nature, rights and gender and other topics.
- Contributing to the drafting, compilation, proof reading and checking of other publications, communication pieces and analyses for policymakers.
- Supporting the organisation of in-person, hybrid and/or online workshops or project events by, for example arranging travel, accommodation for participants, preparing and distributing background information and providing other logistical support.
- Contribute to accurately entering project relevant data into UNEP-WCMC databases and the day-to-day maintenance, analysis and management of ongoing project work.
- Contributing to, and working as part of, a cohesive team in the implementation of UNEP-WCMC's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

Other Duties

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and interns.
- Associate Programme Officers may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC.
- Contributions to project development, as appropriate.
- Extend own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC.
- Undertake any other duties as may be required from time to time by other across the Centre commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- Good honours degree in sustainable development, conservation, political sciences, or another relevant field.

Desirable:

- Postgraduate degree, sustainable development, conservation, political sciences, or another relevant field relevant field.

Experience

Essential:

- Understanding of topics related to international biodiversity policy.
- Research, analysis, and summarising information on policy issues in a structured and rigorous way.
- Contributing to high-quality written outputs such as reports, information documents and communication pieces.
- Working in collaborative teams and with external partners for project implementation.
- Supporting the organisation of in-person, hybrid or in-person workshops or other events.
- Working to important deadlines and supporting ambitious team goals.

Desirable:

- Experience working on national or international policy processes.
- Project management experience.
- Experience with internal and external review of project outputs.
- Experience with project proposal development and fundraising.
- Demonstrating innovative ideas and strategic thinking.
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Skills

- Excellent written English is essential, including the ability to write concise syntheses of complex material for a variety of audiences.
- A high level of attention to detail and motivation is required to ensure that high quality outputs are consistently delivered, and that data are entered correctly into databases.
- Strong skills in analysis and critical review of information.
- Excellent editing and proof-reading skills.
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.).
- Strong communication and inter-personal skills for working as part of a collaborative team, with particular attention to remote collaboration and teamwork.
- Ability to work to tight deadlines, good time management and task prioritization skills.
- Fluency in spoken and written English is essential to this role. Fluency in additional UN languages is strongly desirable.
- Skills for working independently, good use of personal initiative and demonstration of a solution-based approach to work-place challenges.

Type of Person Required

The successful candidate will be enthusiastic, dedicated and conscientious. S/he will also be an excellent writer, have a strong interest in synthesizing research and information for policymakers and be a team player with an eye for detail, as well as a good communicator. S/he will be ready to take initiative, work autonomously with little supervision and to take responsibility for delivering high quality drafts for project outputs. S/he will be a good team player able to work remotely whilst collaboratively with high-performing colleagues. S/he will have a passion for biodiversity and be driven to make an impact through the projects of the Policy Innovation Area and the broader work of UNEP-WCMC.

OUR OFFER

Job Title: Associate Programme Officer

Team: Policy

Reporting to: Programme Officer

Job Reference: AD1336

Start date: As soon as possible

Salary: GBP 22,000 to GBP 27,000 pa depending on skills and experience

Contract: Permanent

Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK

This is not a United Nations Post

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave
- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Presentation skills; Writing for your reader; Project management; Time management.
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.



ABOUT UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."

Jonny Hughes, CEO of WCMC

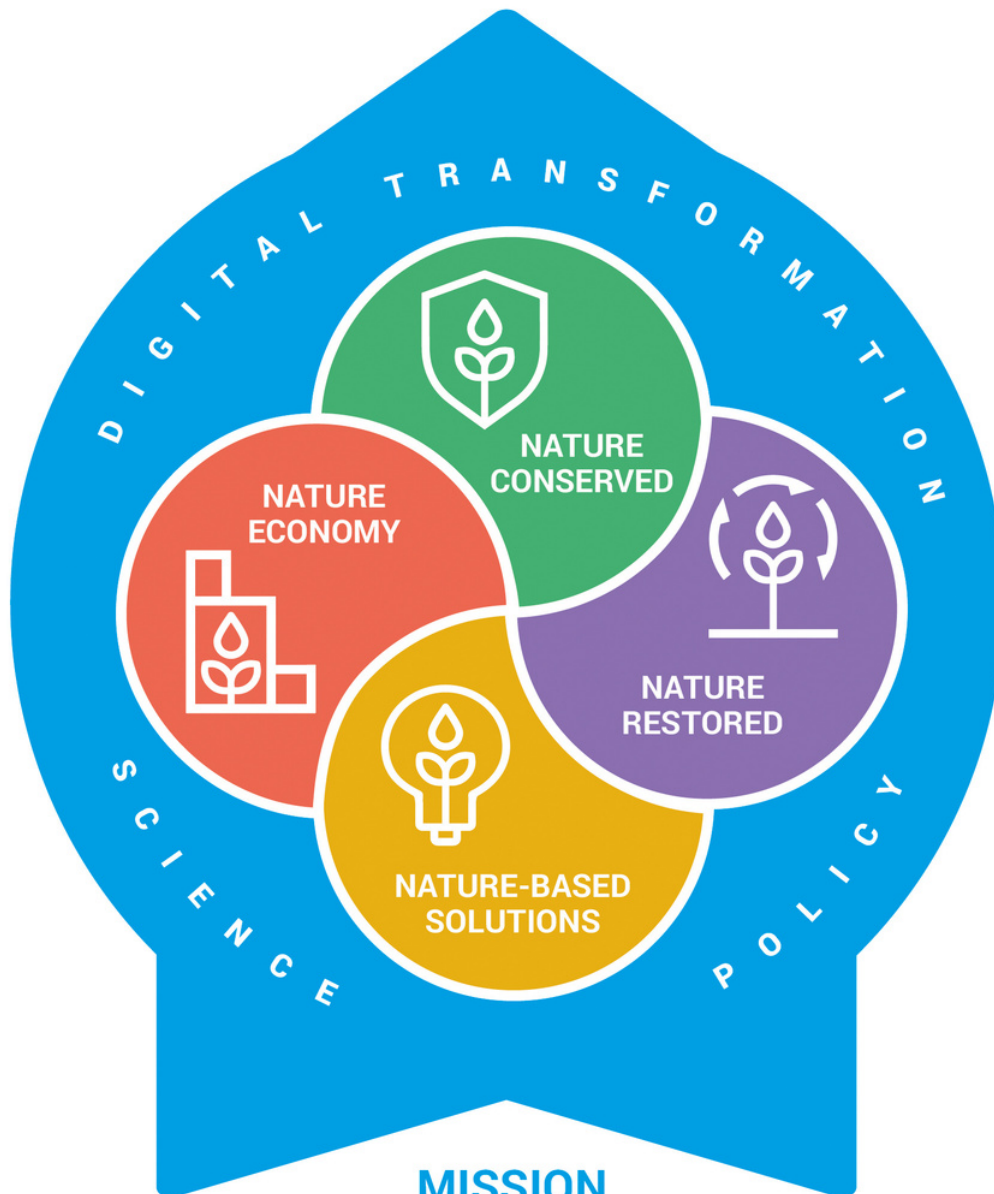


Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

VISION 2050

Living in harmony with nature



MISSION

We develop knowledge and capacity for a nature-positive world



The people

We have around 180 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!



The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.



Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us, for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

HOW TO APPLY

If you are looking for a rewarding and motivating post where you can help shape this exciting field, we want to hear from you.

Please complete our [application form](#) and send it together with your [2 page CV](#) and [short covering letter](#) through this [link](#).

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

Closing date: 20th June 2022



WCMC

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