

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 habitat with trees and foliage.

# WCMC

**Senior Programme Officer - Policy**  
Application Pack

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

We are looking for a highly motivated and experienced individual with a successful track record in managing high profile complex environmental projects who is keen to accept the challenge of managing an exciting and highly successful multi-million-dollar portfolio of national ecosystem assessments in countries across the globe.

This role provides the opportunity to guide and support countries through the processes of creating national ecosystem assessments knowing that such assessments will eventually help to underpin and improve national planning for the environment and sustainable development. You will have responsibility for oversight of projects within the National Ecosystem Assessment Initiative, ensuring high standards of technical support to countries, project co-ordination, reporting and communications and managing a high-performing team of staff. Your work will ensure that the UNEP-WCMC's high profile and competencies in ecosystem assessments are sustained.

You will be given the opportunity to work with multiple international partners and stakeholders, to represent UNEP-WCMC at relevant conferences and meetings and to gain job satisfaction through the successful delivery of national ecosystem assessments and by working with an exceptional team of practitioners.

You will have had at least five years' experience in managing projects in an international context and a proven capacity to deliver work on time, on budget and on message. You will be able to show us that you are confident in engaging with a wide range of stakeholders and have great communications and relationship management skills. You will be highly organised, capable of leading teams to success and be flexible and adaptive to changing circumstances and cultural differences.

# 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. We also 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 UNEP-WCMC Policy Innovation Area includes an expanding portfolio of work to provide technical support and facilitation to countries in the scoping, preparation, and delivery of national ecosystem assessments. Such assessments help to underpin and improve national planning and decision-making, as well as engage a range of stakeholders at the national level.

The main purpose of this post is to co-ordinate projects within the National Ecosystem Assessments Initiative (NEA Initiative) including project delivery, monitoring, and reporting, as well as further fundraising. These projects build on UNEP-WCMC engagement in processes such as the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) and the Sub-Global Assessment Network. This position involves responsibility for managing a cohesive and high-performing technical team, as well as collaboration with other staff within the Policy Innovation Area and other UNEP-WCMC impact and innovation areas to ensure high standards of co-ordination and communication for this flagship area of work.

## Key Areas of Responsibility

- Oversight of the day-to-day running of projects within the National Ecosystem Assessment Initiative.
- Planning for and ensuring projects are delivered on time and within budget, with clear project milestones.
- Ensuring projects are incorporated and updated within UNEP-WCMC's project management system.
- Managing a high-performing technical and administrative team for the delivery of the work programme and verifying that projects are resourced by staff with relevant skills and experience.
- Acting as the overall relationship manager for the consortium partners including UNDP and UNESCO and for the in-country contacts overseeing assessments, to ensure UNEP-WCMC responds sensitively to in-country needs.
- Ensuring that UNEP-WCMC quality assurances processes, ethical standards and operating procedures are fully adhered to across the projects.
- Overseeing administrative and financial management across the project portfolio, ensuring timely, accurate and comprehensive narrative and financial reporting and forecasting.
- Proactively fostering the development of new ideas and projects related to national ecosystem assessments and to contribute to project funding proposals as required.
- Ensuring that the successes and impact of work on national ecosystem assessments are communicated internally and externally.
- Analysing and synthesising information to produce well written and succinct reports, guidance documents and other materials on the national ecosystem assessment work.
- Contributing to the work of the Policy Innovation Area, by undertaking other duties that may be relevant and appropriate to the grade and by timely provision of management information and line management responsibilities.

## Other Duties

The post holder will also be expected to contribute to the Policy Innovation Area and UNEP-WCMC strategy development and implementation. Other duties may be assigned from time to time commensurate with the post holder's qualifications and experience. The post will require some overseas travel to attend conferences and workshops.

## Person Specification

### Qualifications/Education

#### Essential:

- First degree in a relevant subject, such as geography, biological sciences, economics or development studies.
- Either a postgraduate degree in a relevant subject, such as environmental policy, law, or political science or equivalent professional experience.

#### Desirable:

- Qualification in project management or business management.

### Experience

#### Essential:

- At least five years' experience in managing internationally focused environmental projects at scale.
- At least three years' experience in line management and mentoring of direct reportees.
- Experience in building and running multidisciplinary teams and matrix management of staff for effective project delivery.
- Demonstrated experience of engaging with and building successful long-term relationships with donors, project partners and beneficiaries, understanding their needs and responding to them.
- Experience in organisation and facilitation of meetings.
- Experience overseeing the administrative and financial delivery of multiple partner project portfolios.
- Demonstrable experience generating or reviewing high-quality outputs for a range of multiple audiences.

#### Desirable:

- Demonstrated experience in leading or playing a key role in development of funding proposals.
- Experience in planning and implementing project communications strategies.
- Experience in working with a project management information system.
- Experience developing strategic visions for project portfolios.
- Familiarity with an official UN language beyond English would be an advantage.

- Proven familiarity with key environmental issues including those relating to the conservation and sustainable use of biodiversity and ecosystem services, and approaches to the integration of environmental issues into decision making processes of other sectors.

## **Skills**

- The post holder should have excellent written skills.
- Capable of delivering quality publications and presentations.

## **Type of Person Required**

We expect the post holder to be a highly motivated self-starter with a successful track record in managing complex and high profile environmental projects and a proven capacity to deliver work on time, on budget and on message. The post holder will be regarded as the go-to person on a day to day basis for this high profile programme of work, be confident in engaging with a wide range of external stakeholders and possess exemplary relationship management skills. S/he will be a skilled, confident and highly organised individual, capable of leading teams to success, while remaining flexible and adaptive to changing circumstances and cultural differences and moving quickly to anticipate problems and opportunities.

# OUR OFFER

**Job Title:** Senior Programme Officer

**Team:** Policy

**Reporting to:** Programme Officer

**Job Reference:** AD1342

**Start date:** As soon as possible

**Salary:** GBP 38,000 to GBP 44,000 pa depending on skills and experience

**Contract:** Permanent, Full-time

**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



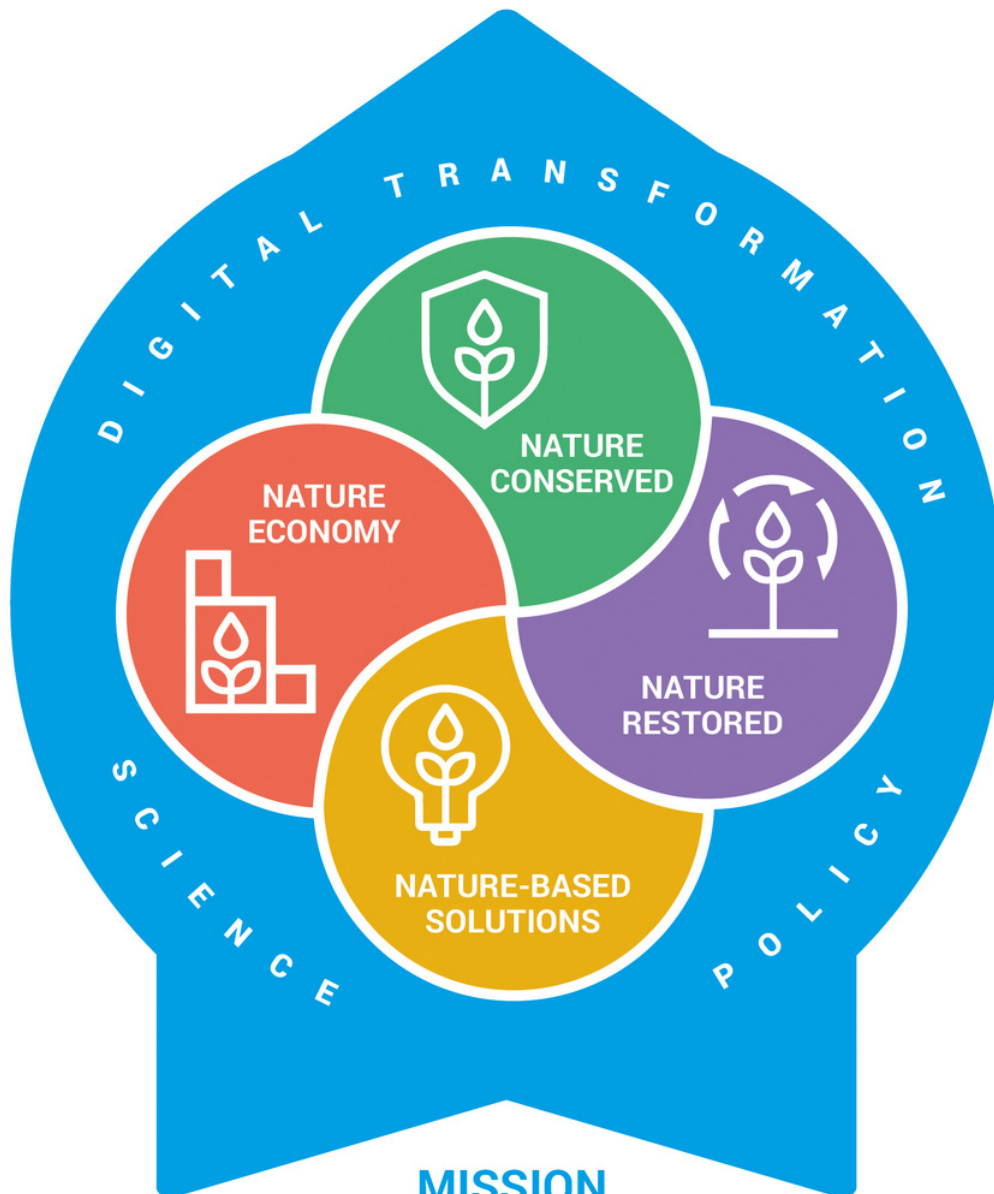


## Our strategy

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



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 challenging post where you can impress us with your insights into policy and intergovernmental processes, 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:** 11th July 2022



# WCMC

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