

WCMC

Communications Assistant Application Pack



Thank you for your interest in the role of Communications Assistant in the Development & Communications Team at UNEP-WCMC

We are currently looking for a Communications Assistant to join our growing Development and Communications team.

You will work closely with colleagues in the Development and Communications team and across the Centre to support all areas of communications for UNEP-WCMC. In particular, you will help with the creation and coordination of a pipeline of high quality content and efforts to build upon our growing following across various communications platforms. You will have excellent written and oral communication skills, strong organisational, time management and coordination skills as well as excellent attention to detail.

We are looking for an individual with a flair for creating and writing engaging and compelling communications and a keen interest in nature conservation.

We will provide you with the challenge of working on innovative and impactful conservation projects, where your work can really make a difference for people and planet. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE TEAM

The Development & Communications Team increases the visibility and reach of (and secures funding and resources for) the critically important work of UNEP-WCMC. We build the awareness and profile of UNEP-WCMC as a global Centre of Excellence on biodiversity and nature's contribution to society and the economy. Our goal is to maximise the impact of the Centre's work to deliver transformative change for people and planet.

Our growing team of 11 people encompasses fundraising, communications, events, strategic impact monitoring and marketing. Together we work with all of the programme teams across the Centre and with partners to build the knowledge, tools and capacity needed to design, fund, promote and deliver our projects as well as monitor the collective impact of our efforts.



ABOUT THE ROLE

Job Description

We are looking for a Communications Assistant to join our growing Development and Communications team. In this exciting role you will be responsible for assisting with all areas of communications for UNEP-WCMC and helping us to significantly raise UNEP-WCMC's profile. We need an excellent written and oral communicator, with great attention to detail and strong organisational and time management skills. This role will support across the team but we also need a team member who can take initiative and work independently.

We are looking for an individual who is committed to conservation and the environment, and who will be inspired by our vision to protect and restore the natural world.

Key Areas of Responsibility

Communications and Marketing:

- Support the Communications team in the development and maintenance of an ongoing pipeline of communications opportunities by managing and updating planning calendars and other planning resources.
- Contribute to the development of accurate and compelling communications and marketing copy including blogs, news articles, newsletters, brochures, reports and social media posts.
- Contribute to the development of compelling visual communications and marketing materials including images, videos, presentations, and infographics.
- Help maintain our website and ensure pages are kept up-to-date.
- Support the Social Media Officer with day-to-day management of social media channels including uploading posts, monitoring engagement, replying to enquiries, signposting.
- Support the Development & Communications team in gathering stories of impact from colleagues.
- Assist in the planning and implementation of opportunities to engage with key target audiences e.g. fundraising events, seminars, conferences.
- Respond to requests for communications support on behalf of our conservation programme teams.

Administration:

- Organising, attending and minuting meetings and conferences.
- Extract and compile communications reporting information.
- Work with the communications team to support the coordination of communications efforts across the Centre.

Other:

- Keep abreast of wider communications/digital trends and charity sector trends through relevant publications, websites and social media.
- Develop an understanding of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc. as relevant.

Other Duties

- The Communications Assistant may be delegated responsibility for support and guidance of short-term casual staff and interns.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- BA or equivalent experience in Journalism/English/Communications/Marketing or similar OR
- BSc in Biology/Geography or similar.

Experience

Essential:

- Experience of working in a communications or marketing setting.
- Experience of planning and producing high quality communications and graphics content – including news and blogs, social media graphics and marketing content – for various audiences.
- Experience of using website content management systems and social media platforms (Twitter, LinkedIn, Facebook).
- Experience of team administration/ assistance (eg. research, metrics reporting, organising meetings, calendar management, liaising with suppliers).

Desirable:

- Experience creating and editing video content for a variety of platforms and audiences.
- Experience of basic design software (such as Canva) and social media management tools.
- Experience of managing social media accounts.
- Experience of event communications planning and implementation.
- Experience of working with, or in close collaboration with, organisations in the biodiversity, conservation and/or development sector at a national or international level.

Skills

- Excellent spoken and written English.
- Excellent language and communications skills.
- Demonstrable ability to present complex concepts in ways that are understandable without losing accuracy.
- A keen eye for visually compelling communications.
- Highly organised with excellent time management skills and the ability to manage multiple conflicting priorities and demands.

Type of Person Required

The successful candidate will have a passion for conservation and the environment.

They will be a natural communicator who will have an interest in developing a career in the charity sector. With a meticulous attention to detail and quality, they will excel in developing impressive and compelling written and verbal communication. They will thrive in a fast-paced working environment with multiple deadlines and demands. A collaborative team player, they will be happy to share ideas, take constructive feedback and support additional work when required. They will have a proactive approach, a willingness to learn and get stuck in to support the team to excel in its communications efforts.

OUR OFFER

Job Title: Communications Assistant

Team: Development and Communications

Reporting to: Senior Communications Officer

Job Reference: AD1353

Start date: August/September 2022

Salary: GBP 24,000 to GBP 28,000 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. We are usually able to offer sponsorship to the preferred applicant.

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: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- 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

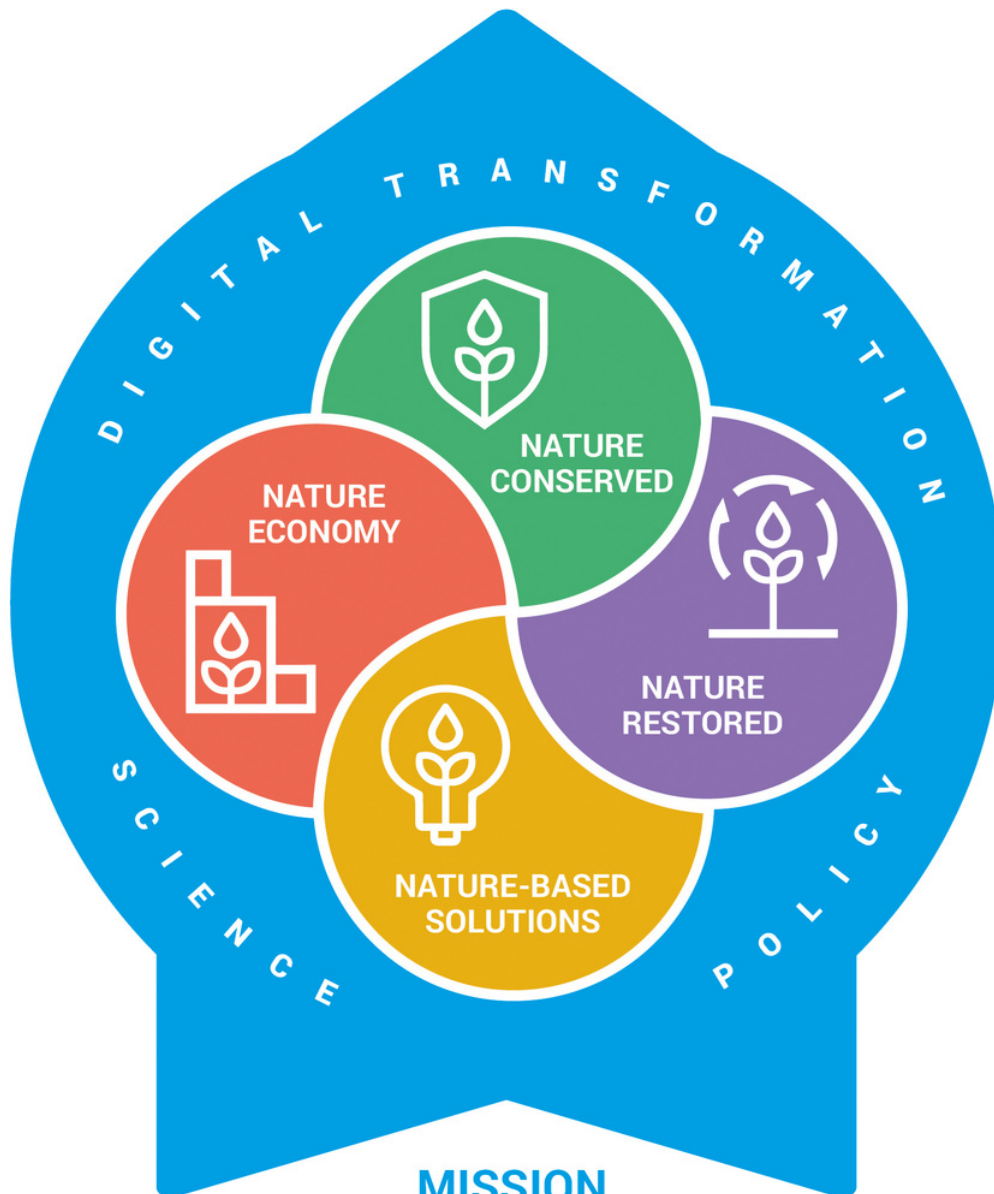


Our strategy

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 challenging post where you can shape the communications of a high impact and growing organisation, 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](#). Applicants must be able to evidence the right to work in the UK.

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: 8th August 2022



WCMC

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