

# WCMC

**Associate Programme Officer - Nature Conserved**  
Application Pack



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

We are seeking a motivated and conscientious Associate Programme Officer with excellent writing skills to join our Nature Conserved team. This role will support the delivery of UNEP-WCMC's suite of projects focussed on tackling one of the main drivers of species loss – overexploitation – and will help contribute to global efforts to ensure that international trade in wildlife is well-regulated, legal and sustainable.

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

1. Analyse and synthesise biodiversity data and information to produce well-written and succinct reports for policy-makers; and
2. Ensure that species and trade data are entered accurately and efficiently into the relevant information management systems maintained by UNEP-WCMC (e.g. Species+ and the CITES Trade Database).

Working as part of a team, you will use your critical thinking and analytical skills to evaluate biological, conservation, trade and management information on species from primary literature and other sources and write incisive species assessments to guide policy-makers. You will assist with the compilation of reports on wildlife trade that are well-researched and incorporate graphical representations of data that help to convey complex datasets in a way that can be easily understood by policy-makers. You will have a meticulous approach to quality control in order to process and input data into the relevant databases. As an effective member of the team, you will be flexible and willing to help with a variety of tasks to ensure that projects are delivered to the highest level of quality and on time to meet tight deadlines. An enthusiasm for conserving the world's species and a recognition of the importance of providing robust, evidence-based information to policy-makers is essential for this role. Fluency in English is essential, and the ability to speak and write at a professional level in French or Spanish is strongly desirable in the context of our international and regional project work.

We will provide you with the opportunity to work on high impact projects, where your work really makes a difference in the field of conservation. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

# ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to take action for nature. We do this by equipping governments and partners with trusted science, data, and policy advice to support better decision-making for the benefit of people and the planet. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that it is accessible and is driving decision-making across sectors and scales. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of 34 people plays a central role in high profile collaborations that are at the leading edge of efforts to deliver a nature-positive world. This includes: our work in support of global efforts to regulate the international trade in wildlife, including through the management of key global datasets (e.g. the [CITES Trade Database](#) and [Species+](#)); delivering the [Protected Planet Initiative](#), a global platform for knowledge and data on the status and trends of protected and conserved areas; and our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world.

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



# ABOUT THE ROLE

## Job Description

UNEP-WCMC's Nature Conserved team contributes to global initiatives to conserve biodiversity by providing authoritative information to decision-makers in support of the effective implementation of species-related conventions and agreements, including CITES[1] and CMS[2]. At a regional level, we also provide dedicated support to the implementation of the EU Wildlife Trade Regulations through the provision of scientific and policy-relevant analyses and datasets.

This role will support UNEP-WCMC's work on global wildlife trade, particularly by ensuring that well-written and well-researched species assessments and policy reports are consistently delivered to decision-makers.

[1] Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

[2] Convention on Migratory Species (CMS), including its daughter agreements.

## Key Areas of Responsibility

The key areas of responsibility are::

- Analysis and synthesis of information, including primary literature and data from multiple sources, in order to produce well written and succinct reports for policy-makers. Reports will focus on the conservation status, management regimes and/or trade levels of species of international conservation concern;
- Contributing to the drafting and compilation of other publications and analyses for policy-makers, particularly in relation to international wildlife trade;
- Ensuring that biodiversity and wildlife trade data are entered into the relevant databases accurately and in a timely manner in order to contribute to the day-to-day maintenance and management of important global datasets;
- Responding to requests for technical information on behalf of the programme; and
- Contributing to, and working as part of, a cohesive team in the implementation of the Centre's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

## Other Duties

- Extend own knowledge of scientific and policy issues relevant to global biodiversity conservation;
- Contribute to wider project portfolio and project development, as appropriate;
- Associate Programme Officers may be asked to attend relevant meetings on behalf of UNEP-WCMC; and
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

# Person Specification

## Qualifications/Education

### Essential:

Degree in biological/natural sciences, ecology, statistics or similar.

### Desirable:

MSc in biological/natural sciences, ecology, international policy, statistics or similar.

## Experience

### Essential:

- Experience of biodiversity-related report writing, including synthesizing and properly referencing scientific literature;
- Basic knowledge of and interest in international and regional biodiversity policy institutions, including familiarity with CITES and/or CMS;
- Experience of synthesizing numerical data and contributing to analyses and assessments of scientific data;
- Experience and enthusiasm for entering data accurately and efficiently into databases and maintaining data quality;
- High degree of competency of working with Excel and Word, particularly in the context of report compilation and data analysis.

### Desirable:

- Practical experience of working in the biodiversity sector;
- Experience of writing reports for decision-makers;
- Good understanding of the provisions of CITES and familiarity with wildlife trade data (e.g. experience of undertaking analyses of trade data using the CITES Trade Database);
- Understanding of and interest in the provisions of the EU Wildlife Trade Regulations;
- Good understanding of the threats facing species, including aspects particularly relevant to migratory species and species in trade;
- Understanding and interest in taxonomy and biological nomenclature;

## Skills

- Excellent written and spoken English, including the ability to write concise, well-referenced syntheses of scientific literature;
- Strong skills in analysis and critical review of scientific information/literature;
- Excellent editing and proof-reading skills;
- High level of attention to detail and motivation to ensure that high quality outputs are consistently delivered and that data is entered correctly into databases;
- Strong numerical skills and ability to analyse quantitative data (experience with R is desirable);
- 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;
- Excellent time management and task prioritization skills; and
- Fluency in spoken and written English is essential to this role. In addition, fluency in French or Spanish is highly desirable (though not essential).

## **Type of Person Required**

The successful candidate will be dedicated, conscientious and a good communicator. As producing well-written reports will be essential to this role, they will be an excellent writer, a critical thinker and they will have a strong aptitude for synthesizing scientific information and presenting it in clear, easy to understand ways. They will be a team player with an eye for detail. They will also be numerate and able to analyse numeric data for inclusion in reports. They will be ready to take initiative and work autonomously with little supervision to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality drafts destined for decision-makers. They will have a passion for biodiversity and will be driven to contribute to UNEP-WCMC's efforts to conserve and restore nature.

# OUR OFFER

**Job Title:** Associate Programme Officer

**Team:** Nature Conserved

**Reporting to:** Programme Officer

**Job Reference:** AD1305

**Start date:** TBC

**Salary:** £22,000 - £27,000

**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: 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

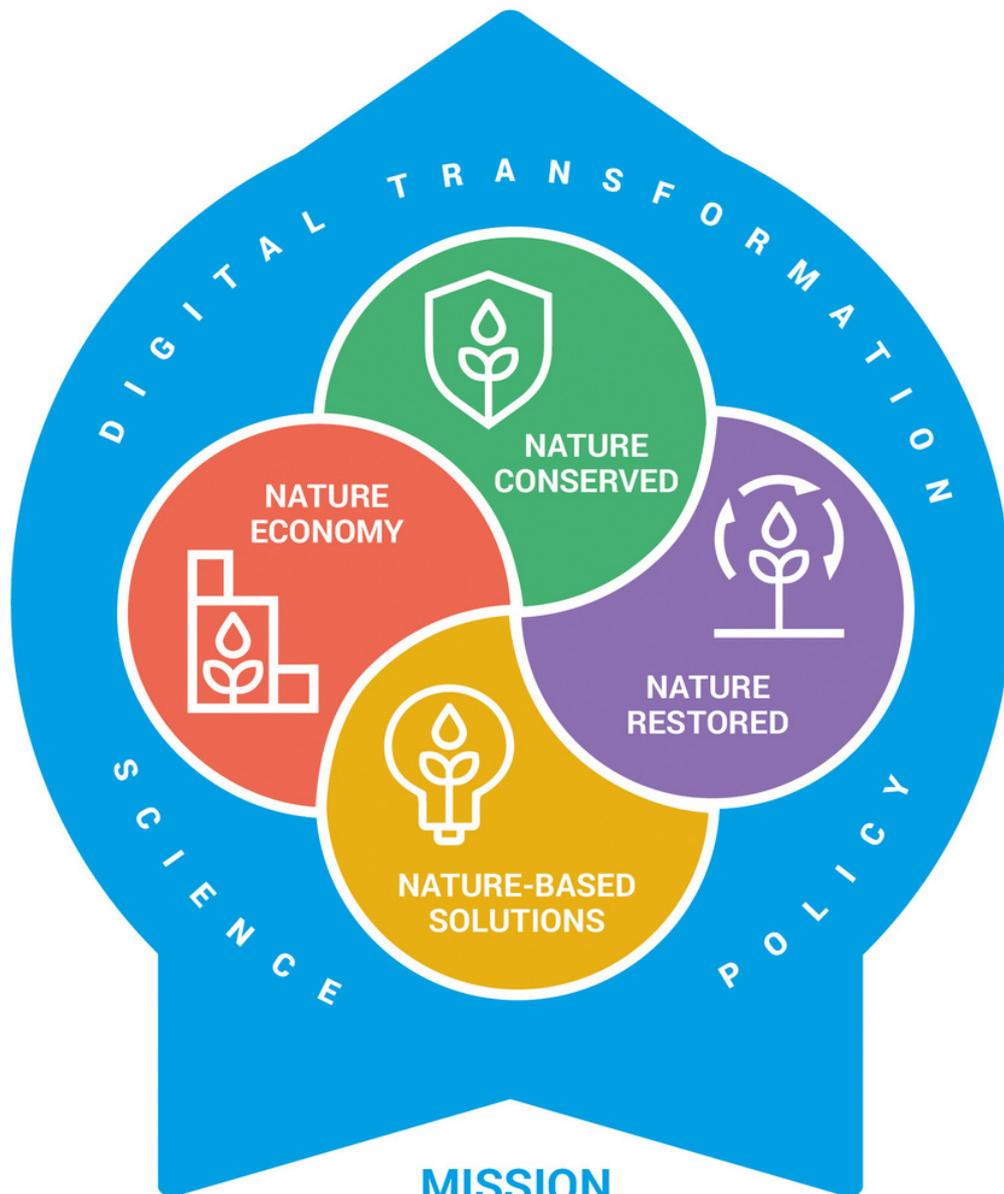


## Our strategy

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 put your technical expertise and excellent writing skills to good use while contributing to global efforts to safeguard nature, we want to hear from you.**

Please complete our [application form](#) and [personal details form](#) and send them together with your [2 page CV](#) 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:** 12th April 2022



# WCMC

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[www.unep-wcmc.org](http://www.unep-wcmc.org)