



WCMC

**Programme Officer - Nature
Economy
Application Pack**

Thank you for your interest in the role of Programme Officer within the Nature Economy team at UNEP-WCMC.

We are seeking a Programme Officer to join our growing Nature Economy team, working at the junction between biodiversity and the economy.

Working with financial institutions, businesses and governments, you will support the development of tools and methodologies to enable the integration of biodiversity and natural capital into decision making. You will be a capable project manager, able to work flexibly in response to developments in this fast-moving field and with a demonstrated ability to deliver high quality outputs. A clear and compelling communicator, you will be comfortable engaging with a range of audiences and stakeholders.

ABOUT THE TEAM

Our Nature Economy team energises, enables and empowers leaders across all sectors of the economy to take action for nature. We support businesses, governments and financial institutions with the knowledge, tools and capacity they need to measure and account for their impacts and dependencies on natural capital. Our goal is for them to implement actions towards a nature positive future.

Our growing team of 25 people from a range of disciplines work with our partners to build capacity for positive change for people and planet. We work to support reform of policy, legal, planning and accountability frameworks, and helping to align financial flows to incentivise nature-positive and carbon-neutral outcomes.

Our team plays a central role in high profile collaborations which are at the leading edge of efforts to deliver a nature positive global economy. This includes: delivering [ENCORE](#), the world's first tool to support exploration of natural capital-related risk for the finance sector; The [Proteus Partnership](#), our flagship initiative which engages leading members of the private sector; our collaboration in the Science-based Targets Network and Taskforce on Nature-related Financial Disclosures; support to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity; work to [align biodiversity measurement approaches](#) for businesses; supporting the shift of financial flows towards sustainable land use through training, technical assistance, [engagement](#) and [indicators development](#); input to the UK Treasury Dasgupta Review; support to the development of the UN System of Environmental Economic Accounting; and globally regarded research into the embedded [biodiversity impact of trade flows](#).

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



ABOUT THE ROLE

Job Description

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC's strategy addresses the Nature Economy, including by strengthening the consideration of the value of natural capital in business and financial decision-making.

The main purpose of this role is to develop and implement projects in the Nature Economy Impact Area to support the integration of biodiversity and natural capital within public and private sector decision making. This will involve close collaboration with other impact and innovation areas across UNEP-WCMC. The role will involve:

- Leading and supporting the delivery of technical projects on biodiversity and natural capital.
- Providing project management and coordination of activities.
- Working closely with clients and partners within businesses, industry associations, governments, financial institutions, as well as technical partners to develop and deliver impactful outputs.

Key Areas of Responsibility

- Design, manage and implement biodiversity, ecosystem services and natural capital projects in the areas of:
 - 1.Improving the availability and accessibility of data and information on biodiversity and natural capital for decision makers, including within businesses and governments.
 - 2.Developing decision-support methodologies, approaches and tools to help mitigate development impacts and support a nature positive transition.
 - 3.Developing capacity of stakeholders in business, finance and government through training, knowledge exchange, and effective communication of technical results to non-experts.
- Manage projects from inception through to completion to time and to budget, with effective internal and external communication, financial management and reporting, delegating task-level coordination and management as appropriate.
- Coordinating the inputs of project teams, including liaising with senior colleagues and partners and supervising peers, interns, students, volunteers and consultants as necessary.
- Provide technical leadership on projects that support the business and financial sectors integrate biodiversity and natural capital into decision making, including contributing to key deliverables and outputs as well as future development opportunities.
- Provide support for the programme's key partnerships by managing individual relationships and overseeing development of clear communication materials.
- Organise and facilitate workshops, consultations with partners, and other events in the UK, overseas and remotely.

Other Duties

- Promote project work and represent the Centre externally at meetings, conferences and events, building a network to facilitate project delivery.
- Line manage members of the Nature Economy team to continuously develop their technical, project management, and communication abilities.
- Develop good working relations across the Centre, establishing an internal network, and extending your own knowledge of scientific and policy issues relevant to the work of the organisation as a whole.
- Ensure project and other deliverables are of high quality, in line with the Centre's quality assurance process.
- Contribute to the operation and administration of the Nature Economy team as required.
- Undertake other duties as appropriate to the grade and relevant to the needs that may be determined from time to time by the Line Manager.

Person Specification

Qualifications/Education

Essential:

- Undergraduate degree in a field related to biodiversity, environmental sustainability, economics, or international business.

Desirable:

- Postgraduate degree in a field related to biodiversity, environmental sustainability, economics or international business.

Experience

Essential:

- Developing and managing complex projects and coordinating activities to deliver impact.
- Designing and conducting complex analytical work for an applied context.
- Producing high quality outputs such as reports for diverse audiences.
- Delivering training, presentations and running workshops and webinars.

Desirable:

- Development or application of technical nature related tools and methods for a decision-making context.
- Strategic development of initiatives and partnerships related to biodiversity and natural capital.
- Knowledge of lifecycle assessment and input-output modelling.
- Developing and implementing complex spatial analysis.
- Direct experience of the public and/or private sectors.
- Proposal development and fundraising.
- Managing and coaching staff.
- Working in a language other than English.

Skills

- Project management and organisation skills.
- Effective inter-personal, communication and facilitation skills to deliver training and support to a range of audiences.
- Data literacy and GIS / programming skills.
- Analytical skills and writing skills to produce concise, compelling, and clear information and outputs for a range of technical and non-technical audiences.
- Excellent spoken and written English. Ability to work in other languages (including Portuguese, Spanish, Chinese, Arabic) desirable.
- Ability to work in a small team and independently.

Type of Person Required

- The successful candidate will be organised, dynamic, responsive, creative and motivated.
- They will be sensitive to the needs of partners and understand the importance of seeing projects to completion.
- They will value attention to detail.
- They will be a team player with excellent interpersonal and communication skills.
- They will have a keen interest in providing practical support and solutions to address real-world challenges.

OUR OFFER

Job Title: Programme Officer

Team: Nature Economy

Reporting to: Senior Programme Officer

Job Reference: AD1313

Start date: TBC

Salary: GBP 27,000 to GBP 30,000 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: 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

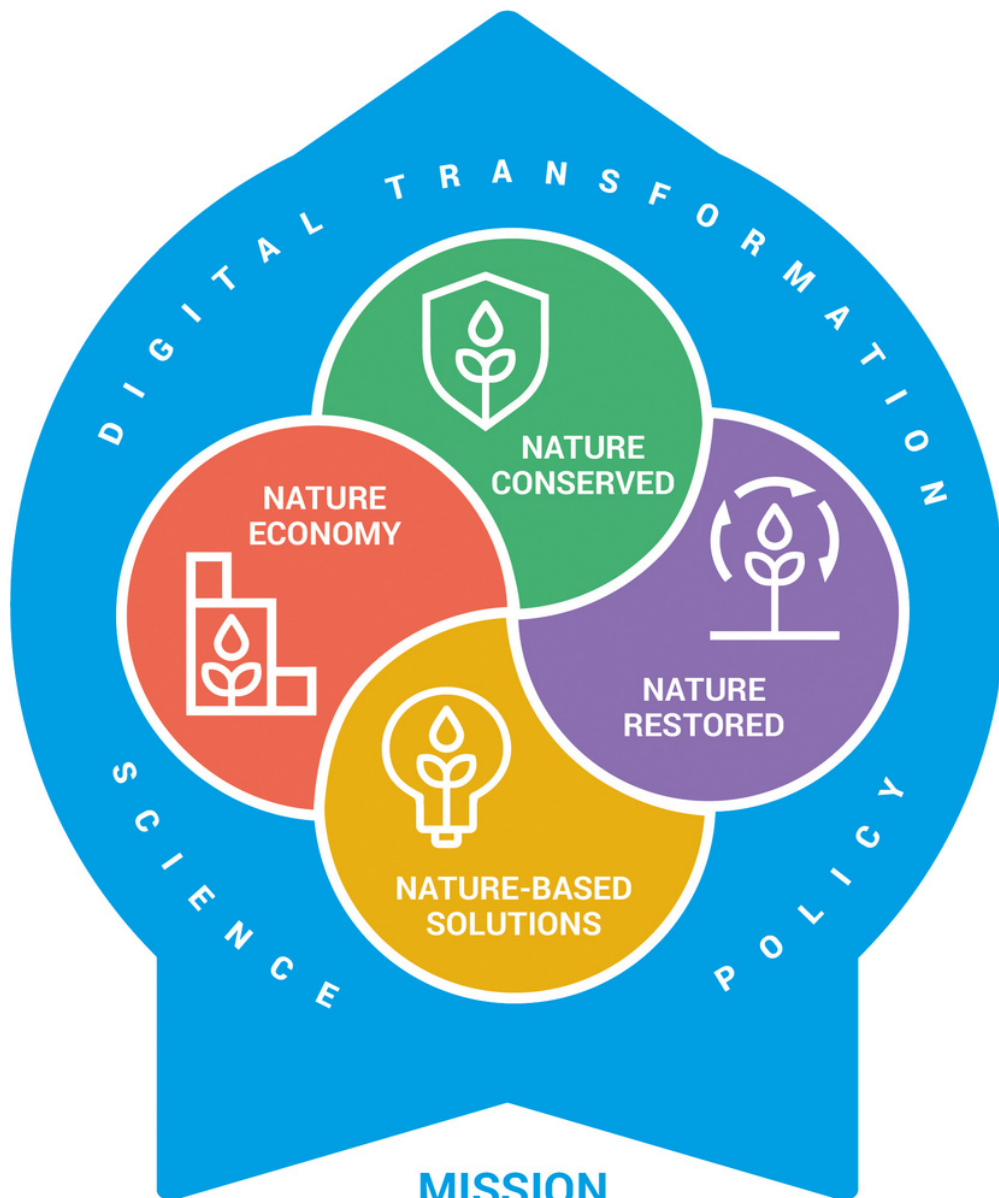


Our strategy

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



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 and contribute to a nature positive global economy, we want to hear from you. If you feel passionately that this is the role for you, we encourage you to apply even if you don't meet the full competencies and experience.

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: 25th April 2022



WCMC

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