

WCMC



Programme Officer - Policy
Application Pack

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

We are seeking a Programme Officer to take on a key role in the implementation of UNEP-WCMC's work on nature indicators. The UNEP-WCMC nature indicators focal initiative supports intergovernmental processes in developing and using biodiversity indicators, supporting, and building capacity for their adoption and effective use by businesses and at national and subnational levels, including cities. UNEP-WCMC also convenes the Biodiversity Indicators Partnership (BIP), a global initiative that, mandated by the Convention on Biological Diversity (CBD), promotes and coordinates the development of indicators of biodiversity change in support of the CBD and related conventions, national and regional governments and a range of other sectors. The Programme Officer will be responsible for the delivery of high-profile products and analysis on biodiversity indicators, working closely with other UNEP-WCMC staff and partners of the Biodiversity Indicators Partnership (BIP). Additionally, as part of the policy team, the Programme Officer will contribute to the development and implementation of other innovative projects across UNEP-WCMC that drive forwards policy support and engagement, in support of global initiatives to conserve biodiversity.

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

Key Areas of Responsibility

- Engage in and contribute to UNEP-WCMC work, partnerships, and networks on biodiversity indicators, including the Biodiversity Indicators Partnership, to improve information, knowledge, capacity, and coordination on indicators for biodiversity monitoring and reporting.
- Lead and make substantial contributions to implementation of UNEP-WCMC projects on biodiversity indicators and other topics linked to policy support and engagement.
- Ensure the management of projects (or project components) to time and budget, with efficient project administration and reporting procedures in place.
- Oversee the delivery of project reports and other documents including through proofreading outputs and ensuring that outputs are consistently delivered to the high quality reflective of UNEP-WCMC's standard.
- Develop fundraising proposals and otherwise contribute to efforts to mobilise resources to enable UNEP-WCMC to maintain a leading position on biodiversity indicators, especially in the context of the implementation of the CBD post 2020 biodiversity framework, and other policy areas of work.
- Liaise with key project partners and donors to maintain partnerships and build new partnerships to drive forward our work.
- Line management of junior staff and interns and management of other colleagues in the context of project management.
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

The Programme Officer will also be expected to extend his/her own knowledge of scientific and policy issues relevant to the work of the Policy team on an on-going basis and to contribute to UNEP-WCMC planning and strategy development. Other duties may be assigned from time to time commensurate with the post holder's qualifications and experience.

This post is likely to require some overseas travel to relevant fora to represent UNEP-WCMC and present our outputs to external stakeholders.

Person Specification

Qualifications/Education

Essential:

- Good honours degree in relevant field.
- Relevant professional experience.

Desirable:

- Postgraduate degree in relevant field.

Experience

Essential:

- Knowledge and/or experience in relation to global and/or regional biodiversity policy frameworks.
- Experience and associated technical expertise in working with environmental data, assessments, reporting and information especially indicators.
- Project management, including managing projects to time and to budget.
- Proposal development and fundraising experience in the international conservation sector.
- Experience of producing high quality written outputs.
- Experience of quality assurance processes, proof-reading and editing documents to a high standard and providing constructive feedback.
- Ability to build and maintain successful working relationships with a variety of stakeholders and work closely with partners in national governments and international organisations.

Desirable:

- Experience of environmental policy processes at international level in relevant capacity, for example (but not restricted to) within Multilateral Environmental Agreement Secretariats or national government teams.
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, etc.
- Experience with organizing and conducting training workshops for government officials.
- Previous experience of representing similar organisations at international fora or governmental representation.
- Experience managing and coaching staff.

Skills

- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget;
- High attention to detail to ensure that high quality outputs are consistently delivered and that staff are provided with constructive feedback to ensure continual improvement;

- Excellent writing and proofreading skills with the ability to produce clear, concise, and well-presented reports targeted at government officials/decision makers;
- Strong critical, analytical, and innovative thinking skills;
- Excellent IT skills (MS Excel, Word, PowerPoint, citation, and database software);
- Ability to work to tight deadlines, balance competing demands on time and to seek support or delegate, as appropriate;
- Strong communications skills (written and spoken) and willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences;
- Excellent inter-personal skills and the ability to work in a team environment as well as autonomously; and
- Fluency in written and spoken English is essential to this role. Fluency in other UN languages is desirable.

Type of Person Required

The successful candidate will be an intelligent, highly competent, and organised individual with knowledge and experience on biodiversity indicators and a commitment to finding solutions to global biodiversity challenges. They will have excellent skills in project management and a willingness to take on new challenges. They will be an excellent writer, able to synthesise scientific literature for policymakers with an eye for detail, as well as a good communicator.

They will also have excellent skills in developing compelling fundraising proposals and editing and critically reviewing scientific and policy reports to a high standard. They will be confident in putting forward new project ideas and able to work under pressure and on multiple projects as part of a team. We anticipate an individual with the ability to draw on their existing experience to be able to make an immediate and significant contribution to the current and future work of UNEP-WCMC.

OUR OFFER

Job Title: Programme Officer

Team: Policy

Reporting to: Senior Programme Officer

Job Reference: AD1314

Start date: TBC

Salary: GBP 27,000 to GBP 32,000 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: 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

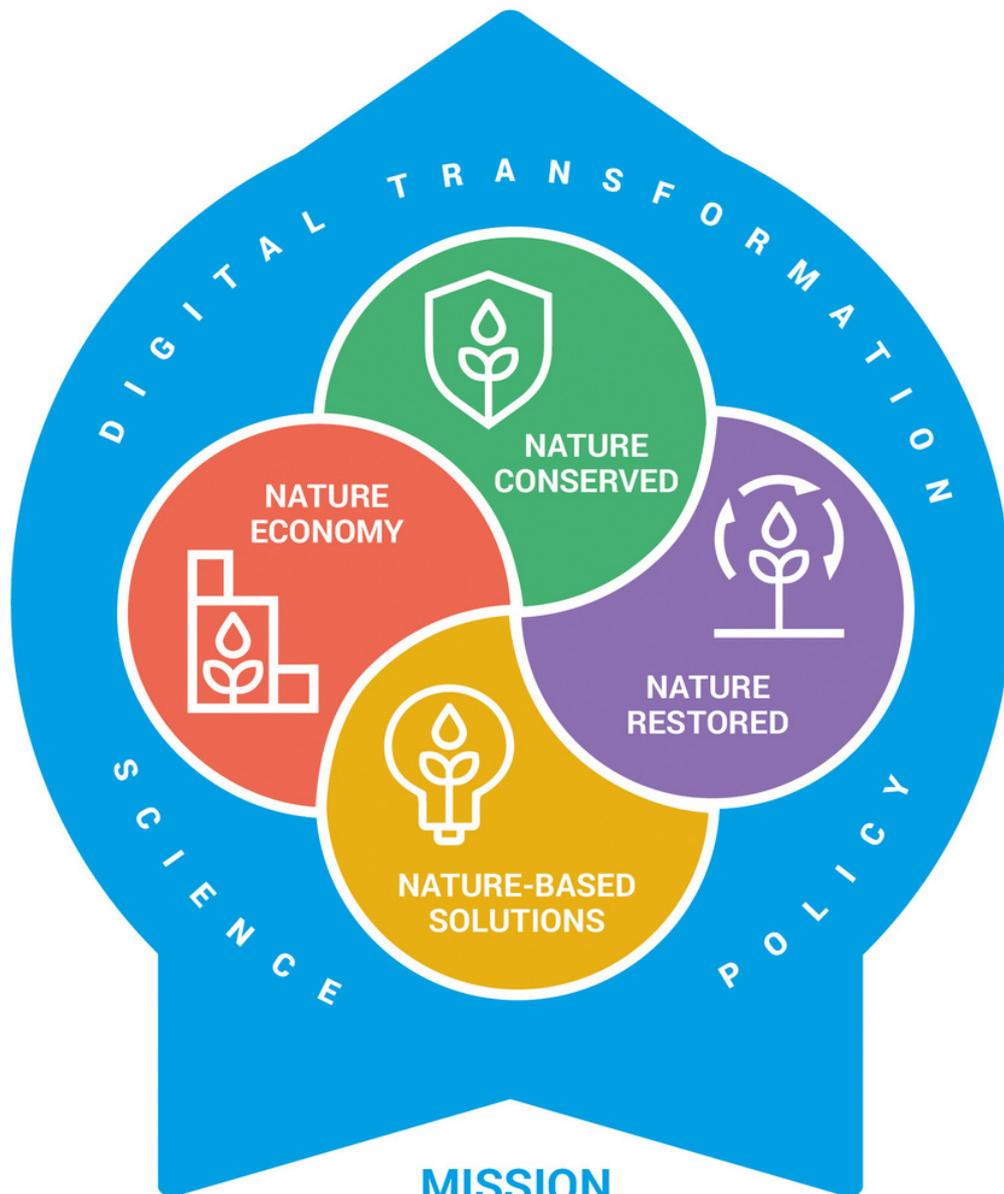


Our strategy

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 motivating post, 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: 25th April 2022



WCMC

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