

# WCMC

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



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

We are looking for an Associate Programme Officer with an interest and experience working on ecosystem restoration. They will be a highly competent individual with a commitment to biodiversity restoration that brings excellence in both writing and data management skills. The post holder will work in UNEP-WCMC's Nature Restored Team, which is supporting the global community to scale up global restoration efforts. We are achieving this by working on legal, policy and planning frameworks, by providing an accessible knowledge base, and by developing monitoring frameworks for adaptive management.

This is a great opportunity to support implementation of the UN Decade on Ecosystem Restoration. The main purpose of the role is to support delivery of a range of restoration projects. The work will be across realms and is likely to involve research and policy analysis. It will involve drafting science-policy outputs for clients and helping to organise workshops or project events.

We will provide you with the challenge of working on high profile restoration projects, where your work really makes a difference to the field of conservation in an area aligned to our strategic aims and broader global initiatives. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

# ABOUT THE TEAM

The Nature Restored team is a dynamic team building an impactful role in restoration science, policy and implementation for people and nature. We play a central role in the UN Decade on Ecosystem Restoration including in the launch, development of the monitoring framework and identification of flagship initiatives. Our portfolio of work recognises the underlying drivers of the current biodiversity crisis. One focus is sustainable agricultural landscapes, with work ongoing that aims to improve Cocoa production in West Africa. We also have a hub of marine expertise working on Ocean Recovery through improved data mobilisation, management and use in planning and governance.

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



# ABOUT THE ROLE

## Job Description

The focus of this post will be to work with a dedicated team of colleagues to implement ecosystem restoration projects across realms by provision of an accessible knowledge base, development of monitoring frameworks and supporting through legal, policy and planning frameworks.

The main tasks of the role will be to:

1. Analyse, review and collate knowledge, including research and policy.
2. Draft science-policy outputs, including reviews, reports and presentations.
3. Help organise workshops or project events.

We are looking for a highly competent individual with a commitment to biodiversity restoration that brings excellence in both writing and data management skills.

## Key Areas of Responsibility

The key areas of responsibility are::

- Provide technical, analytical, and administrative support for a range of live and development projects across the Centre, particularly related to ecosystem restoration.
- Analyse and synthesise information, including primary literature and data from multiple sources, in order to produce well written and succinct reports for policy-makers.
- Support the organisation of workshops or project events.
- Contribute to drafting and compilation of publications and analyses for policy-makers.
- Respond to requests for technical information on behalf of the programme and;
- Contribute to, and work 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

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and Interns;
- Associate Programme Officers may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC;
- Contributions to project development, as appropriate;
- Extend own knowledge of scientific and policy issues relevant to the work 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:

Good honours degree in relevant field such as biological sciences, geography, ecology, environmental sciences.

### Desirable:

Postgraduate degree in relevant field.

## Experience

### Essential:

- Working in the broad field of ecosystem restoration, the related evidence base, key initiatives, and policies.
- Scientific project research or project delivery in a relevant domain.
- Working in collaborative teams and in client facing capacity.
- Understanding of the project proposal process.
- Working to important deadlines and supporting ambitious team goals.

### Desirable:

- Project management exposure.
- Developing and building collaborative client relationships.
- Producing high quality outputs such as reports and reviews.
- Experience with project proposal development and fundraising.
- Demonstrate innovative ideas and strategic thinking.

## Skills

- Excellent written English, including the ability to write concise syntheses;
- High attention to detail and motivation to ensure that high quality outputs are consistently delivered and that data is entered correctly into databases;
- Strong analysis and critical review of scientific information;
- Excellent editing and proof-reading;
- Good numerical skills and ability to analyse quantitative data;
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.);
- Strong communication and inter-personal skills for working in a collaborative team;
- Excellent time management and task prioritisation;
- Fluency in spoken and written English is essential to this role. Fluency in additional languages is strongly desirable;
- Good use of initiative with a solution and outcome-based approach.

## **Type of Person Required**

The successful candidate will be enthusiastic, dedicated and conscientious.

They will also be an excellent communicator and writer with an eye for detail, and have a strong interest in synthesizing scientific literature for policy-makers. They will be a team player ready to take the initiative, work autonomously with little supervision and to take responsibility for delivering high quality project outputs drafts.

They will have a passion for biodiversity and will be driven to make an impact on the projects of the Nature Restored Team and the broader work of UNEP-WCMC.

# OUR OFFER

**Job Title:** Associate Programme Officer

**Team:** Nature Restored

**Reporting to:** Programme Officer

**Job Reference:** AD1319

**Start date:** TBC with successful candidate

**Salary:** £22,000 - £27,000 per annum 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 often able to offer visa 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

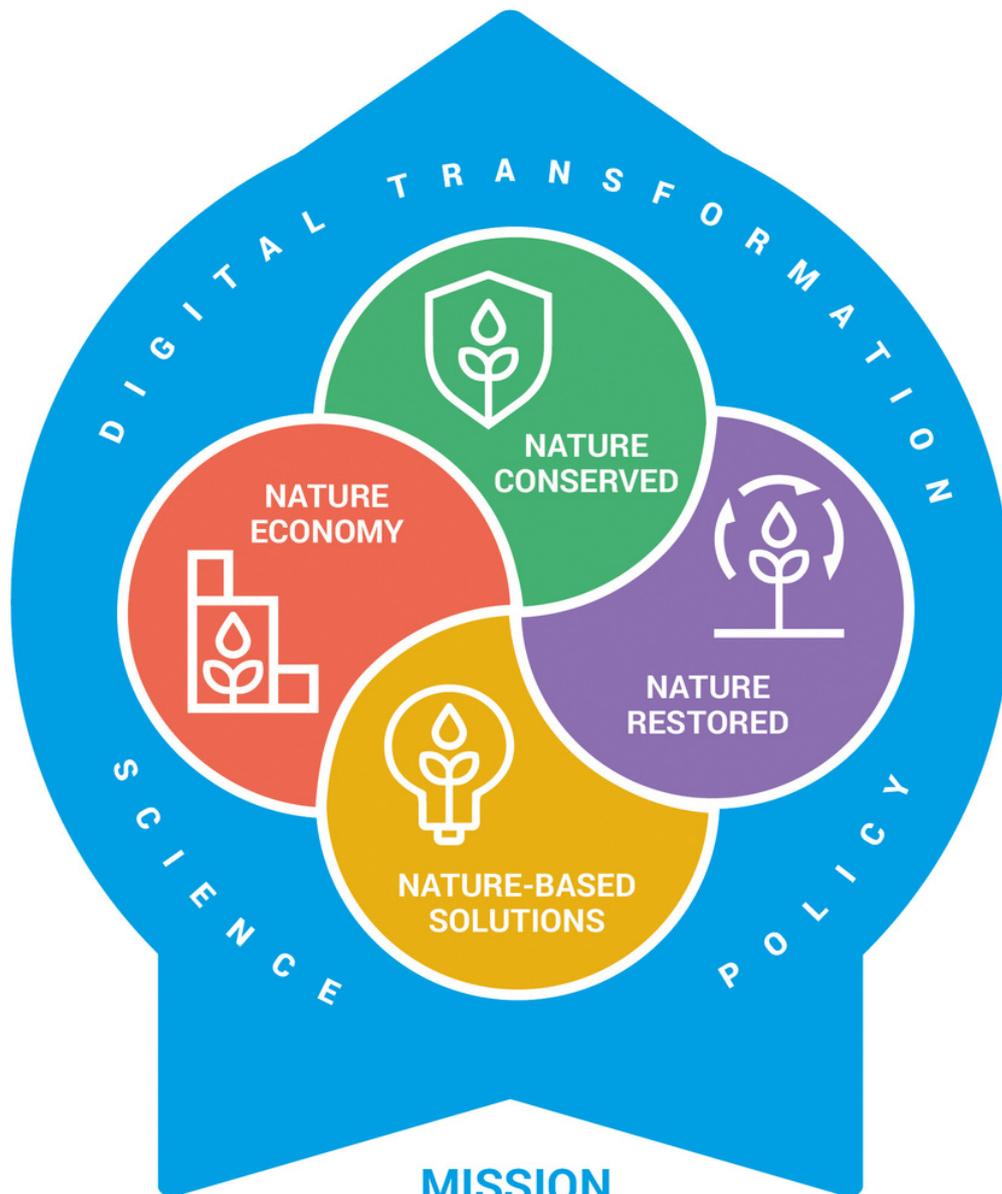


## Our strategy

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



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 help shape this exciting field, we want to hear from you.

Please complete our [application 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:** 9th May 2022 (please note we reserve the right to extend this job vacancy if required also the right to close the vacancy once filled so please do not delay your application).



# WCMC

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