

# WCMC

## Associate Evidence and Impact Officer Application Pack



# Thank you for your interest in the role of Associate Evidence and Impact Officer in the Development & Communications Team at UNEP-WCMC

We are seeking an Associate Evidence and Impact Officer to support UNEP-WCMC's work, within the Development and Communications 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 TEAM

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# ABOUT THE ROLE

## Job Description

The focus of this post is to support the maintenance of a central Impact Measurement Framework (IMF) for the Centre, which will track progress on the delivery of the Centre Strategy. In addition, they will support the collation of data on our impact from multiple sources in order to respond to the various reporting needs on how the Centre's work contributes to global goals and targets.

We are looking for a highly competent and adaptable individual with a commitment to biodiversity conservation who brings excellence in organisation and planning, coordination of processes and data management.

## Key Areas of Responsibility

- Assist with data collation from across the Centre on agreed outcome and impact targets, operational KPIs and other metrics to track the activities, outputs, and progress towards the delivery of initiatives, outcomes and impact of the Strategy.
- Supporting the preparation of reports on how we deliver contributions to UNEP's Programme of Work, the post-2020 global biodiversity framework, SDG goals and other globally agreed targets.
- Support Development & Communications team to produce annual externally facing impact reports and brochures.
- Working with the Chief Scientist and Head of Operations to maintain the dataset of Focal Initiative indicators and tracking progress in implementation. This will include meeting with Focal Initiative Leads and Heads of Impact and Innovation areas at least annually.
- Support relevant staff in the development of knowledge and data management systems and dashboards to monitor progress on the Centre Strategy.
- Maintain IMF 'timeline' to ensure timely reminders for relevant staff for reporting milestones and obligations.
- Update, maintain and provide support with centralised reporting on impact tracking through relevant subscriptions (e.g. DataCite, Altmetric), including through application of DOIs to the Centre's products.
- Provide support with updating and centrally maintaining the resources on UNEP-WCMC's Resources site, include associated impact monitoring.
- Provide practical support to project leaders on the implementation of monitoring and evaluation in their work to help foster a culture of impact-thinking.
- Provide ad hoc project and administrative support as needed.

## 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 in-person and virtual 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:

- Undergraduate degree in a relevant discipline.

### Desirable:

- MSc or PhD or equivalent.
- Qualification in impact evaluation, data management, business analytics or communications.

## Experience

### Essential:

- Experience in data collation, handling and analysis.
- Experience in science-policy communication.
- Experience in scientific / technical / policy synthesis.

### Desirable:

- Understanding of international policy processes relating to biodiversity conservation.
- Experience with impact evaluation.
- Experience compiling data on key performance indicators, preferably in a business context.
- Experience of designing information dashboards.

## Skills

- High level of proficiency in analysing, collating and organising data, and ability to present information in clear dashboard style outputs.
- High level of proficiency in software systems relevant to data management and synthesis.
- Excellent organisational skills and attention to detail.
- Ability to take initiative to make improvements.
- Excellent communication and interpersonal skills.
- Demonstrated professional approach to dealing with colleagues from different cultural backgrounds.
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues and partners.
- Excellent written and spoken English.

## Type of Person Required

- Organised, adaptable and flexible person with clear interest in multidisciplinary working who is able to work collaboratively with others. Able to balance demands on time and work proactively to achieve deadlines.
- A team player happy to work in an open office or home working situation with colleagues from many disciplines and backgrounds.

# OUR OFFER

**Job Title:** Associate Evidence and Impact Officer

**Team:** Development and Communications

**Reporting to:** TBC

**Job Reference:** AD1323

**Start date:** TBC

**Salary:** GBP 22,000 to GBP 27,000 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 sponsor applicants that do not have the right to work in the 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

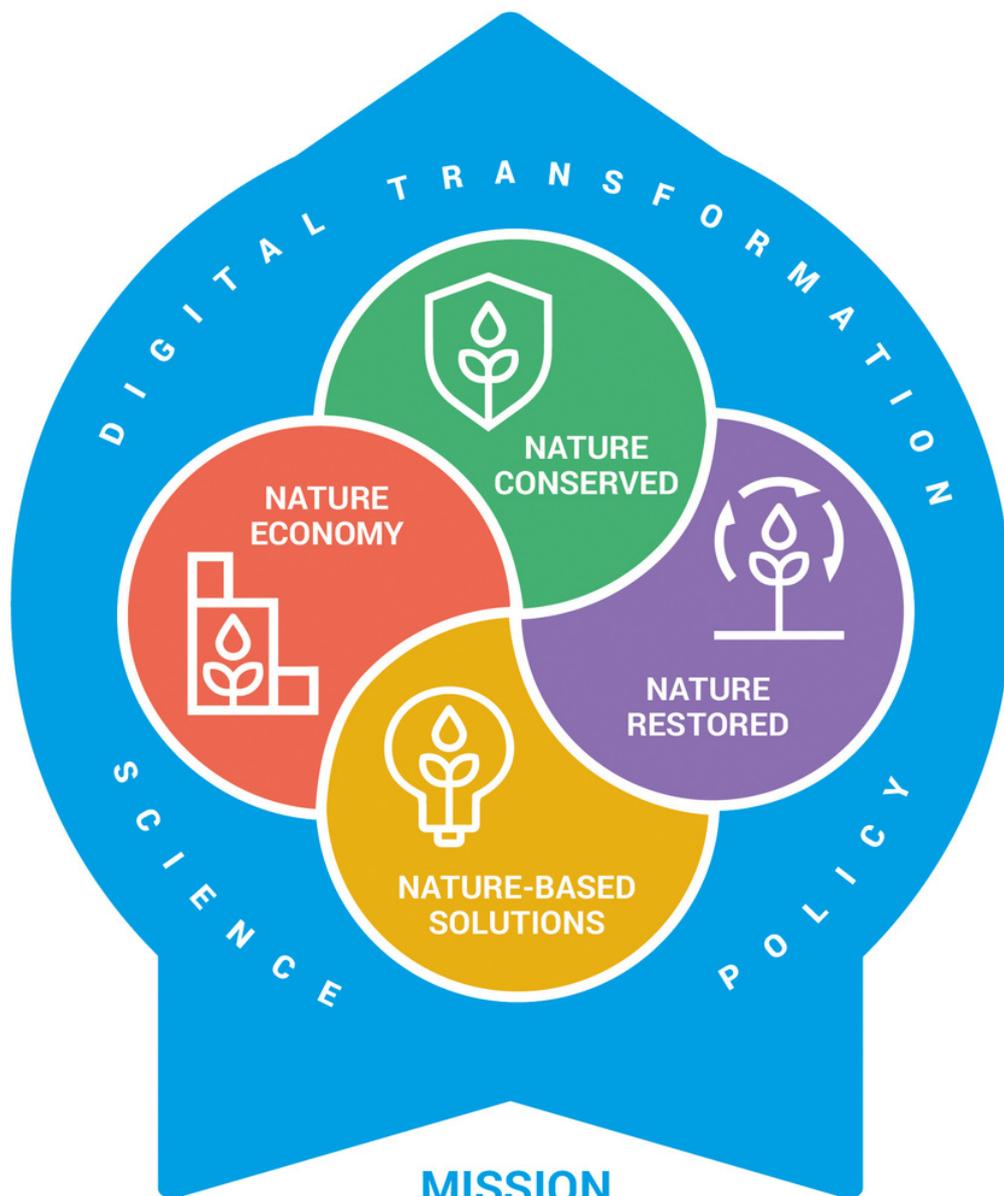


## Our strategy

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 shape the 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:** 16th May 2022



# WCMC

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