

WCMC



**Project Administrative
Officer - Policy
Application Pack**

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

We are looking for a project administrative officer, who is flexible, detail-oriented and experienced in handling processes including financial ones to support the National Ecosystem Assessment Initiative within the Policy Innovation Area at UNEP-WCMC. The UNEP-WCMC National Ecosystem Assessment Initiative works in partnership with national governments and other institutions to strengthen technical capacities for assessing knowledge on biodiversity and ecosystem services and their contribution to human well-being for informed decision-making.

The duties of the project administrative officer focus on the administrative and financial management of the National Ecosystem Assessment Initiative. Main tasks will involve supporting the financial management of the project portfolio, including budget planning, reporting, proposal development, acting as administrative and finance focal point for country partners, as well as support with meeting organisation.

Demonstrated experience in project portfolio administration and financial management, including managing contracting and payment processes is essential. Attention to detail, numeracy skills, high levels of personal organisation and ability to prepare clear reports are among the essential skills for this role.

We will provide you with the challenge of working on high profile conservation 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 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. We also 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

To support the administrative and financial management of the National Ecosystem Assessment Initiative within the Policy Innovation Area at UNEP-WCMC. Main tasks will involve supporting the financial management of the project portfolio, including budget planning, reporting, proposal development, acting as administrative and finance focal point for country partners, and support with meeting organisation.

Key Areas of Responsibility

- Provide administrative and financial management support across the portfolio of projects in the National Ecosystem Assessment Initiative.
- Lead contracting processes and financial reporting cycles across the portfolio Acting as administrative and finance focal point for country partners, overseeing project expenditure and reporting and delivering capacity-building on these topics as necessary.
- Manage effective procurement and payment processes across the portfolio.
- Manage communications with administrative and financial counterparts within partner organisations and donors as required.
- Support coordination and communication with project partners.
- Provide high quality event management support for online, hybrid or face-to-face international meetings and events requiring complex arrangements.
- Curate and manage information about the Initiative into the Centre's relevant information systems.
- Support in the preparation and publication of outputs through for example checking of references, and sourcing of photos, layout.
- Support the development of project funding applications.
- Support programme administration and provide general Centre administrative support as needed.

Other Duties

- Assume delegated responsibility for support and guidance of short-term casual staff and Interns;
- Support and attend relevant meetings in person both in the UK and internationally on behalf of UNEP-WCMC;
- 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 business management, administration or similar.

Desirable:

- Qualification in business management, administration or similar.

Experience

Essential:

- Demonstrated experience [JO1] [MR2] in project portfolio administration and financial management.
- Proven experience in managing contracting and payment processes.
- Proven experience in coordinating and delivering against financial reporting cycles
- Experience in managing portfolio communications with a range of external partners in a multi-cultural context both online and face-to-face.
- Experience at organizing and delivering high-quality online, hybrid and face-to-face events and meetings.
- Proven success at working in a fast-paced environment, managing conflicting deadlines and multiple requests.
- Familiarity with project management systems, financial reporting systems and/or customer/stakeholder relationship management systems.
- Experience in provision of organizational support to technically-focused/specialist staff.

Desirable:

- Experience working internationally, in developing countries.
- Experience working with a range of donors and/or international organisations.
- Experience supporting the delivery of high-quality project outputs.
- Good verbal and written skills in another UN language.

Skills

- Excellent organizational and communication skills;
- A focus on attention to detail;
- Ability to write clearly and succinctly and to prepare clear reports summarizing key aspects of project progress;
- Good numeracy skills including financial reporting;
- Able to prioritise and ensure adherence to deadlines;
- Great understanding of project management systems;
- Great interpersonal skills so as to motivate team members to provide requisite information;

- Able to instigate and enable change;
- Excellent office IT skills, with experience of working with MS Word, Excel, citation and database software.

Type of Person Required

Flexible, comfortable with processes including financial ones, detailed oriented, able to work well with others and willing to work under pressure to tight deadlines. A commitment and passion for helping others to succeed and achieve results through creating an enabling environment.

Other Relevant Information

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required occasionally to travel internationally to fulfil the requirements of this position. We are often able to offer visa sponsorship to successful applicants who do not have the right to work in the UK.

OUR OFFER

Job Title: Project Administrative Officer

Team: Policy

Reporting to: Senior Programme Officer

Job Reference: AD1327

Start date: TBC

Salary: £27,000 - £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. We are often able to sponsor people without 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

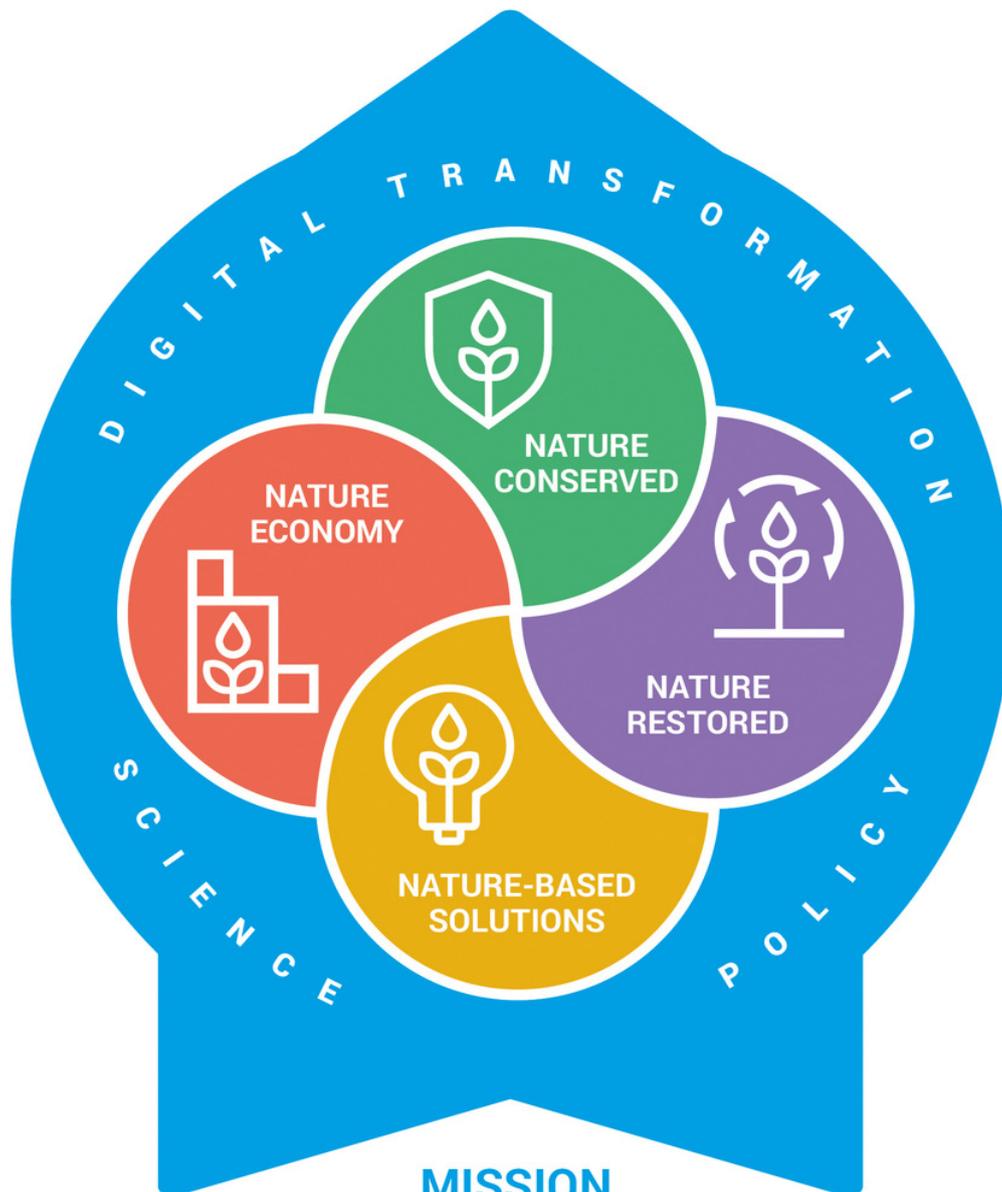


Our strategy

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 motivating post where you can help shaping this exciting field, we want to hear from you.

Please complete our [application form](#) and send it together with your [2 page CV](#) and [short covering letter](#) 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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