



WCMC

Programme Officer - Nature Restored
Application Pack

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

We are looking for a programme officer with substantial experience working on marine issues with a special focus on policy and governance. The post holder will work in UNEP-WCMC's Nature Restored Team, from where they will help to ensure a range of marine and coastal issues are well reflected across the Centre's portfolio and in delivery of its strategy. They will be an intelligent, highly competent and organized individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges.

UNEP-WCMC's Nature Restored Team 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 work collaboratively across the Centre and with partners such as the Regional Seas Conventions.

The main purpose of the role is to develop, lead and deliver a range of marine projects with a focus on governance and policy and especially the Biodiversity Beyond National Jurisdiction process. It will involve networking with a variety of high-profile partners and building relationships to help achieve our strategic impact.

We will provide you with the challenge of working on high profile marine 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

We are 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

This post will support the Head of Impact area and other senior staff to develop, fundraise for and implement projects that improve the management and governance of the ocean in support of global initiatives to restore and conserve biodiversity. The post holder will:

1. Lead and contribute to the delivery of ocean policy related projects and activities, including analysing the science/policy/society nexus and generating user driven knowledge products to aid policy design, implementation and monitoring.
2. Lead and contribute to development of project ideas and proposals that support the UNEP-WCMC strategy, including the Ocean Recovery Focal Initiative.
3. Lead, motivate and mentor staff.
4. Building and maintain successful working relationships with a variety of stakeholders and will work closely with existing partners in national governments, UN Environment, and other partners.

Key Areas of Responsibility

- Develop fundraising proposals for new projects that support impact area outcomes, ensuring that fundraising opportunities are secured effectively.
- Lead, and deliver substantial elements of projects that contribute to effective implementation of the UNEP-WCMC strategy.
- Proactively collaborate across the Centre to ensure the marine realm is well reflected, as well as especially with the Policy Innovation Area to promote consistent approaches.
- 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 scientific reports and policy-relevant analyses relating to impact area outcomes, including proofreading outputs and ensuring they are consistently delivered to the high quality reflective of UNEP-WCMC's standard.
- Liaise with key project partners and donors to maintain partnerships and build new partnerships to drive forward our work.
- Line manage junior staff and interns and manage other colleagues in the context of project management.
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

Other Duties

The post holder will also be expected to extend his/her own knowledge of scientific and policy issues relevant to the work of the Impact Area on an on-going basis and to contribute to UNEP-WCMC planning and strategy delivery. 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 such as applied marine conservation and science, social science, ecology.
- Relevant professional experience

Desirable:

- Postgraduate degree in relevant field such as marine governance.

Experience

Essential:

- Project management, including managing to time and to budget;
- Proposal development and fundraising in the international conservation sector.
- Technical expertise and policy analysis especially in marine issues.
- Quality assurance processes, proof-reading and editing documents to generate high quality outputs and providing constructive feedback.
- Working at the science/policy interface with marine biodiversity-related interdisciplinary projects and teams.
- Managing and coaching staff.
- Knowledge and/or experience in relation to international policies, for example CBD and BBNJ.

Desirable:

- Knowledge and/or experience in relation to global and/or regional biodiversity policy frameworks and processes;
- Working in partnership with a variety of stakeholders, including governments, intergovernmental organisations and NGOs.
- Organizing and conducting training workshops and project events.
- Representing similar organisations or a Government at international fora.

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 another UN language is desirable.

Type of Person Required

The successful candidate will be an intelligent, highly competent and organized individual with an enthusiasm for and 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, synthesizing scientific literature for policy-makers 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.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners, including government officials. They may be required to travel, including internationally.

OUR OFFER

Job Title: Programme Officer

Team: Nature Restored

Reporting to: Senior Programme Officer

Job Reference: AD1320

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. 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

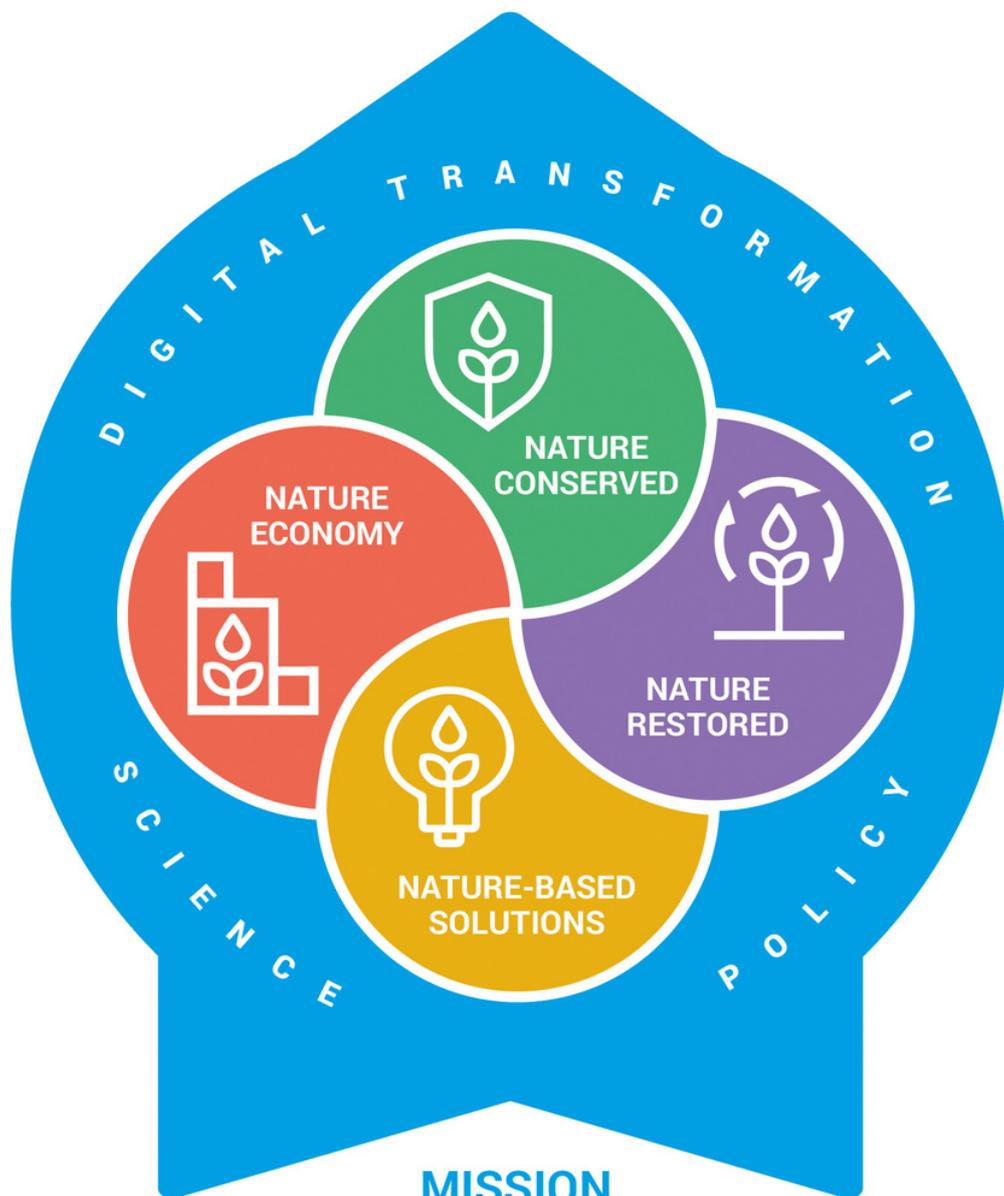


Our strategy

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



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 shape 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 cover 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: 30 May 2022



WCMC

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