

WCMC



Programme Officer - Nature Economy

Application Pack



ABOUT WCMC

WCMC (World Conservation Monitoring Centre) is a global centre of excellence on biodiversity and nature's contribution to society and the economy.

We work at the interface of science, policy, and practice to tackle the global crisis facing nature and support the transition to a sustainable future for people and the planet.

Our cutting-edge science, data and insights inform policy and business decisions worldwide.

Achieving the vision of a world living in harmony with nature by 2050 will require transformative and systemic change across all sectors. We bring together and support 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 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



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

We are seeking a Programme Officer to join our growing Nature Economy team, working at the junction between biodiversity and the economy.

This role responds to the need for greater understanding of the embodied impacts of trade and the associated supply chain risks. It will provide you with the opportunity to work on high impact projects, and support action by companies, governments and the finance community to address the impacts and dependencies of commodity supply chains on nature. You will be a capable project manager, able to work flexibly in response to developments in this fast-moving field and with a demonstrated ability to deliver high quality outputs. A clear and compelling communicator, you will be comfortable engaging with a range of audiences and stakeholders.

ABOUT THE TEAM

The Nature Economy team plays a central role in high profile collaborations which are at the leading edge of efforts to deliver a nature positive global economy. This includes: delivering ENCORE, the world's first tool to support exploration of natural capital-related risk for the finance sector; The Proteus Partnership, our flagship initiative which engages leading members of the private sector; our collaboration in the Science-based Targets Network and Taskforce on Nature-related Financial Disclosures; support to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity; work to align biodiversity measurement approaches for businesses; input to the UK Treasury Dasgupta Review; support to the development of the UN System of Environmental Economic Accounting; and globally regarded research into the embedded biodiversity impact of trade flows.

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



ABOUT THE ROLE

Job Description

One of the impact areas in UNEP-WCMC's strategy is Nature Economy, where we aim to strengthen consideration of the value of natural capital in business and financial decision-making.

The main purpose of this role is to support both public and private sector action on biodiversity, with a focus on commodity trade and supply chains. The role will involve working on and leading projects that drive impact through improved access to research and scientific outputs. The role will involve:

- Strategic input to projects to ensure that they drive impact
- Developing and delivering external communication strategy
- Coordination and oversight of project activities and deliverables
- Technical input into research and synthesis related to commodity trade and supply chains
- Stakeholder engagement and capacity building in both the public and private sectors and the scientific community.
- Building partnerships with key institutions and initiatives to extend the impact of our work and form effective collaborations
- Supporting development of new projects, tools and outputs through understanding needs and opportunities to influence behaviour

Key Areas of Responsibility

- Manage projects from inception through to completion to time and to budget, with effective internal and external communication, financial management and reporting, delegating task-level coordination and management as appropriate.
- Coordinating the inputs of project teams, including liaising with senior colleagues and partners and supervising peers, interns, students, volunteers and consultants as necessary.
- Ensuring that projects have and implement clear communication strategies with effective communication materials and modalities.
- Organise and facilitate workshops, consultations with partners, and other events in the UK, overseas and remotely.
- Provide technical leadership on projects that support the business and financial sectors integrate biodiversity and other environmental and social considerations into decision making, including contributing to key deliverables and outputs as well as future development opportunities.
- Provide support for the Centre's key partnerships by managing individual relationships
- Support development of new projects and collaborations.

Other Duties

- Promote project work and represent the Centre externally at meetings, conferences and events, building a network to facilitate project delivery.
- Line manage members of the Nature Economy team to continuously develop their technical, project management, and communication abilities.
- Develop good working relations across the Centre, establishing an internal network, and extending your own knowledge of scientific and policy issues relevant to the work of the organisation as a whole.
- Ensure project and other deliverables are of high quality, in line with the Centre's quality assurance process

- Contribute to the operation and administration of the Nature Economy team as required.
- Undertake other duties as appropriate to the grade and relevant to the needs that may be determined from time to time by the Line Manager.

Person Specification

Qualifications/Education

Essential:

- Undergraduate degree in a field related to biodiversity, environmental sustainability, economics, or international business.

Desirable:

- Postgraduate degree in a field related to biodiversity, environmental sustainability, economics or international business.

Experience

Essential:

- Environmental research, policy or management.
- Communication with a variety of audiences and through a range of channels.
- Gathering inputs and evidence from stakeholders.
- Managing projects and coordinating activities.
- Producing high quality outputs such as reports.
- Working in collaborative partnerships with a variety of stakeholders.
- Delivering presentations and running workshops and webinars.

Desirable:

- Working with the private sector, particularly companies with global supply chains
- Experience with production sectors including agriculture, mining and forestry
- Implementing analytical methodologies.
- Proposal development and fundraising.
- Delivering training and capacity development.
- Managing and coaching staff.
- Working in a language other than English.

Skills

- Project management and organisation skills.
- Effective communication and facilitation skills to deliver events, trainings and support to a range of audiences.
- Analytical skills, particularly related to the impacts and dependencies businesses on biodiversity and natural capital, directly and indirectly through supply chains.
- Writing skills to produce concise, compelling and clear information for a range of technical and non-technical audiences.
- Excellent interpersonal and communication skills, including presentation and facilitation capabilities.
- Excellent spoken and written English. Ability to work in other languages (including French, Portuguese, Spanish, Chinese, Arabic) desirable.

Type of Person Required

- The successful candidate will be organised, dynamic, responsive, creative and motivated.
- They will be sensitive to the needs of partners and understand the importance of seeing projects to completion.
- They will value attention to detail.
- They will be a team player with excellent interpersonal and communication skills.
- They will have a keen interest in providing practical support and solutions to address real-world challenges

OUR OFFER

Job Title: Programme Officer

Team: Nature Economy

Reporting to: Senior Programme Officer

Job Reference: AD1360

Start date: As soon as possible

Salary: GBP 30,000 to GBP 37,000 pa depending on skills and experience

Contract: Permanent

Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK. We are usually able to offer visa sponsorship to the preferred applicant.

This is not a United Nations Post. This position is with the charity WCMC, working in collaboration with UNEP.

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.

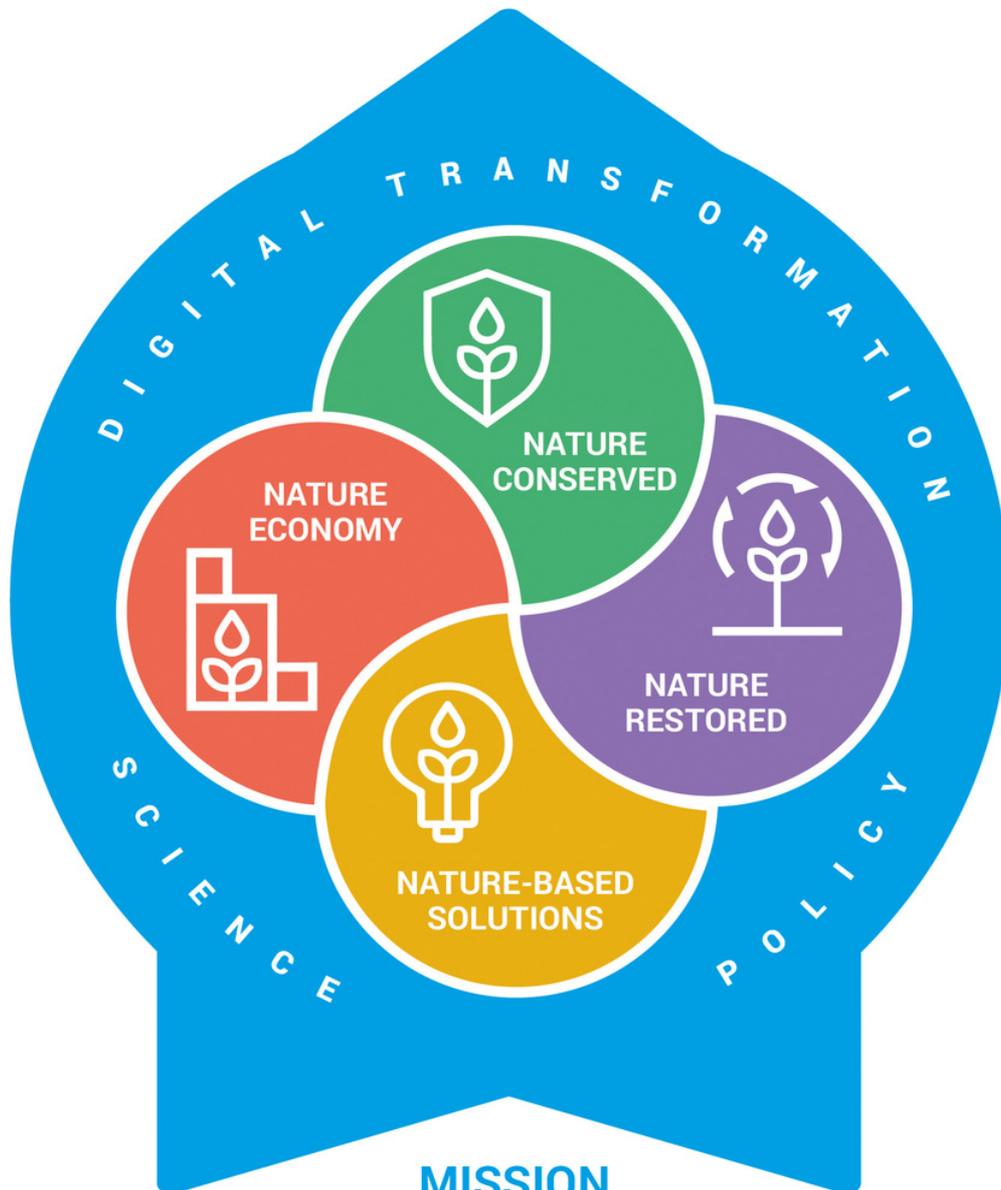
- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke 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.

UNEP-WCMC strategy

UNEP-WCMC delivers its 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 200 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 have lots of outdoor space including a wildlife pond, which is a popular area for outdoor meetings and relaxation. 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. UNEP-WCMC is also a member of the Cambridge Conservation Initiative and we often collaborate with our CCI colleagues in our work.

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 send it together with your [2 page CV](#) and a [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: 26th September 2022



WCMC

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