

WCMC

Technical and Executive Assistant
AD1296b
Application Pack



ABOUT WCMC

WCMC is a UK-based registered charity that operates in seamless collaboration with the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC).

UNEP-WCMC is a specialist Centre on biodiversity, and nature's contributions to society and the economy. The Centre is confronting the global crisis facing nature through its unique position in ensuring science, knowledge and insights shape global and national policy, and by working with partners around the world to build capacity and create innovative solutions to environmental challenges. The Centre uses its position as a respected custodian of powerful and trusted environmental data to create positive impact for people and nature.

"We are in 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, WCMC CEO



Thank you for your interest in the role of Technical and Executive Assistant

Join us at an exciting time of growth and change in a crucial role within our organisation as Technical and Executive Assistant.

At WCMC, our dedicated, professional team includes around 200 scientific and support staff, as well as a continually changing line-up of student interns, collaborating postgraduate candidates and visiting honorary fellows. Our culture is built around innovative collaboration, WCMC is able to adapt quickly and responsively to changing needs for specialist services. We are driven by our mission and provide a stimulating and supportive work environment that offers our team exposure and access to interesting people and new ideas. Our organisational values reflect our diverse, supportive and welcoming culture and are fundamental in developing and encouraging our success.

WCMC's staff are passionate, experienced, ambitious and results orientated, providing you with a brilliant opportunity to develop and contribute your own skills. In addition to the training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions, enhanced family benefits that offers greatly improved pay for parents taking maternity/shared parental leave/adoption leave/paternity leave.



ABOUT THE ROLE

Job Description

To provide Executive Assistant functions to the WCMC Chief Executive Officer and support the WCMC Board and other members of the UNEP-WCMC Senior Management Team (SMT) time as may be required.

Key Areas of Responsibility

- Provide effective support and assistance to the WCMC Chief Executive Officer (and other senior staff as may be requested by the WCMC CEO) including, but not limited to:
 - Acting as a trusted sounding board for, and assisting the WCMC CEO in the effective and efficient planning and delivery of, sometimes competing, priorities.
 - Assisting with and/or leading the preparation of presentations - some of which will demand technical/scientific knowledge.
 - Planning, organising, note taking at selected meetings and events.
 - Preparation of pre-meeting briefings.
 - Acting as a principal liaison point for the WCMC CEO as required.
- Coordination of all WCMC Board and UNEP-WCMC Senior Management Team (SMT) related administration including:
 - Preparation, accuracy checking, formatting and distribution of SMT and Board papers for each SMT and Board of Trustees meeting.
 - Minute taking and Action Point follow up at Board meetings and other meetings as required.
- Supporting and coordinating corporate aspects of organisational governance compliance and reporting - working with the Head of Operations and Company Secretary as directed by the WCMC CEO.

Other Duties

This job description is not exhaustive, and the post holder may be expected to carry out other reasonable responsibilities not defined in this job description.

This role demands a high degree of flexibility, professional integrity and confidentiality.

Person Specification

Qualifications/Education

Essential:

- Degree qualified in a subject related to the work of WCMC.

Desirable:

- Master's degree qualified in a subject related to the work of WCMC.

Experience

Essential:

- Previous experience of providing advice and technical support at a CEO/Director level.
- In depth knowledge of the subject of biodiversity.
- Experience of Board paper collation and formatting and arranging Board meetings.
- Experience of managing conflicting priorities, while maintaining accuracy and achieving required outcomes.

Desirable:

- Experience of working within Universities and Higher education, Charity / Not for Profit, NGOs or Scientific Organisations.

Skills

- Ability to research, collate and evaluate information and think strategically.
- Demonstrable communication and interpersonal skills.
- Ability to build trusted networks internally and externally.
- Ability to take initiative and be proactive in suggesting ways of making the organisation more efficient and effective.
- Excellent verbal and written communication skills, including technical writing.
- Computer literacy including developed skills in using Microsoft Office applications including PowerPoint.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.
- Understanding of the importance of confidentiality and dealing with sensitive information.
- Consistently accurate and attentive.

Type of Person Required

This is an important post to the Directorate team and will work very closely with the WCMC CEO. The postholder should be highly approachable and professional with a positive and friendly attitude.

The individual will be dependable even under pressure from competing priorities, unpredictable requests and interruptions. Working well with other colleagues in the Directorate team, the post holder will demonstrate the flexibility to assist other areas of the organisation as needed.

The post holder will be expected to interact in a professional manner with clients and partners.

This is not a United Nations Post.

OUR OFFER

Job Title: Technical and Executive Assistant

Team: Directorate

Reporting to: WCMC CEO

Job Reference: AD1296b

Start date: As soon as possible

Salary: Up to £30,000 to £35,000 per annum, depending on skills and experience

Contract: Permanent, full time 37 hours per week

Location: The post holder will be expected to reside in the UK, and be able to commute into Cambridge with ease in order to work in the office, in person, when required. We have a flexible hybrid working policy in place, for further details, please email recruitment@unep-wcmc.org.

This position is not suitable for visa sponsorship. 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 (8% after three months)
- Annual cost of living increase and regular salary reviews
- Good opportunities for progression and promotion around a fifth of staff gaining promotion annually
- Flexible hybrid working policy which allows multiple combinations of home, office and remote working, including working from anywhere in the world for up to six weeks
- Life assurance against death in service (4X annual salary)
- Company sick pay which increases with term of service
- Generous annual holiday allowance of 25 days, increasing by one additional day each full calendar year worked up to 30 days
- Scheme to buy or sell annual leave where staff can choose to 'buy' annual leave days or 'sell' unused leave
- Generous maternity leave, shared parental leave and adoption leave policies that cover 18 weeks at 90% pay after a qualifying service period. Also four weeks paid paternity leave and one week paid grandparents leave.
- Unpaid sabbatical scheme which applies after at least 12 months continuous service with WCMC
- Free parking at the Huntingdon Road office
- Eye test costs covered and a contribution of £50 towards prescription glasses if your optician agrees that you need them for VDU use
- Excellent training and development opportunities, designed for every career stage, with five days minimum training annually for every employee. This can be used flexibly for training courses, attending conferences, webinars or workshops, coaching and mentoring, shadowing or practicing skills or reading.
- Cycle to work Scheme which helps spread the cost of purchasing a new bike
- Fantastic shared social space and kitchen facilities with free tea and fresh coffee
- Employee assistance programme and bereavement line to offer help and advice to staff and their families on matters related to wellbeing, finances, relationships, family and more. This includes a number of free counselling sessions if they are needed.
- Brilliant Social committee which organises regular fun events and social gatherings
- Caring Staff Liaison Committee that listens and makes recommendations on continuously improving the working experience for staff
- Focus on environmental sustainability kept in check by our Environment Committee
- Free annual flu vaccine
- Interest free study loans (subject to conditions)
- A diverse and inclusive workplace with over 40 nationalities represented on the staff

Training

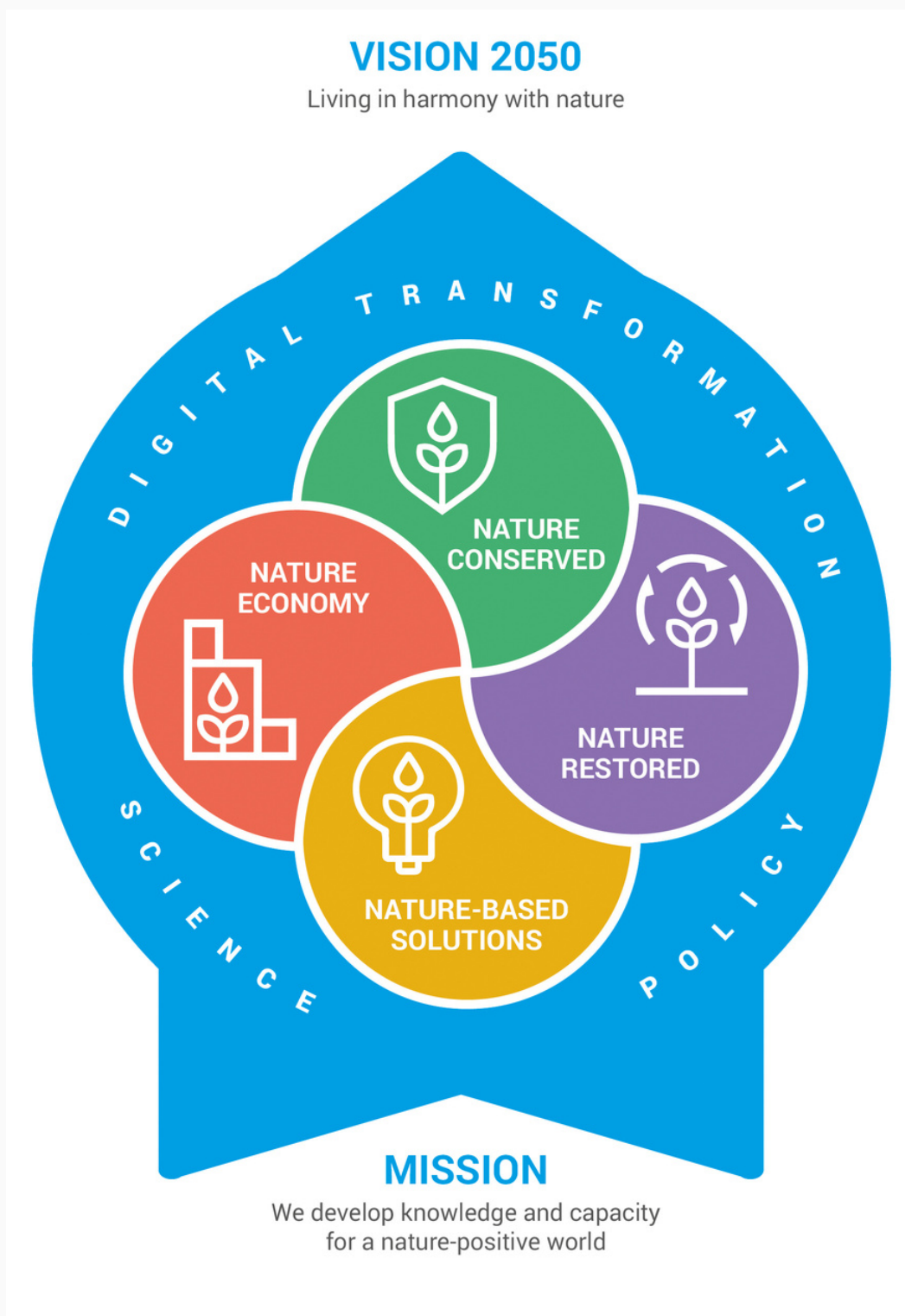
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 and performance 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.





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 at WCMC.

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).

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](#) by applying online at www.unep-wcmc.org/en/vacancies

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: 11th December 2022 - please note we reserve the right to close this position as soon as a suitable applicant is found, so please do not delay your application.



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



@unepwcmc



@unepwcmc



UNEP-WCMC

www.unep-wcmc.org