



WCMC

**AD1322b Senior Programme Officer (Marine
Science & Policy) - Nature Restored**

Application Pack



ABOUT UNEP-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 Senior Programme Officer (Marine Science & Policy)

Thank you for your interest in the role of Senior Programme Officer at UNEP-WCMC.

We are looking for a senior programme officer with an established reputation and existing network in **marine science and policy**. The successful candidate will be a highly motivated self-starting leader who understands how to inform and influence decision-making in a variety of sectors. They will help to coordinate marine focussed staff from across the Centre, ensuring marine and coastal issues are well reflected in delivery of the Centre's strategy and portfolio.

The main purpose of this role is one of thought leadership to develop and deliver a portfolio of projects on the equitable conservation and sustainable use of the ocean. The successful candidate should have experience of working collaboratively with a wide range of stakeholders from diverse cultural perspectives to find and implement solutions to the challenges facing nature and people. This is a senior role within the Ocean Recovery Focal Initiative. The post-holder will contribute substantially to the team's day-to-day management, mentoring and supporting junior staff, and shaping the overall direction and strategic priorities.

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 and restoration 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

This role will sit within the Nature Restored Team but will have a broad focus on marine and coastal governance, conservation, restoration and sustainable use. 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.

The Nature Restored Team is 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.



ABOUT THE ROLE

Job Description

Main Purpose of the job

This post will support the Head of Impact area and other Senior Staff to lead the development and delivery of projects which contribute to the conservation and sustainable use of the ocean in an equitable manner. The successful candidate should have experience of working collaboratively with a diverse range of stakeholders to find and implement solutions to the challenges facing nature and people. This is a senior role within the Ocean Recovery Focal Initiative, the post-holder will therefore contribute substantially to the team's day-to-day management, mentoring and support for junior staff, and decisions about overall direction and strategic priorities.

Key Areas of Responsibility

- Provide thought leadership to develop new projects and areas of work that contribute to effective implementation of the impact area outcomes, and which suit the needs and priorities of funders and users.
- Support the generation, provision and use of knowledge to aid the sustainable use and management of the ocean by partners and collaborators within and outside UNEP-WCMC.
- Manage a portfolio of projects relating to the Ocean Recovery theme on time and to budget.
- Ensure proposals and outputs developed by the team are delivered to a high standard and designed to deliver impact.
- Pro-actively reach out to other impact areas and focal initiatives across the Centre to strengthen representation and integration of the marine realm into the Centre's impacts and outcomes.
- Support, and expand upon the existing range of partnerships with donors, clients and collaborators through a pro-active approach to facilitate collaboration.
- On behalf of UNEP-WCMC attend, organise and facilitate relevant workshops and specialist meetings both in the UK and internationally.

Other Duties

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 ecology, geography, marine science, and ocean governance.
- Relevant professional experience

Desirable:

- Postgraduate degree in relevant field such as international relations, economics, ocean governance, marine and coastal planning, and marine science.

Experience

Essential:

- The broad science and policy field of marine planning and governance.
- Project and portfolio management, including leading initiatives and delivering on time and to budget.
- Building a portfolio of projects aligned to strategic impact objectives through proposal development and fundraising.
- Familiarity working at the science/policy interface using evidence to inform decision-making, for example with national governments or global policy processes.
- Producing high quality written science/policy outputs using quality assurance processes.
- Building and maintaining strong and productive external relationships focussed on impact, including coordinating networks, stakeholder groups or steering committees.

Desirable:

- Experience working with non-English speaking partners from a variety of cultural perspectives.
- Knowledge and/or experience in relation to international policies and initiatives, for example the Convention on Biological Diversity, Biodiversity Beyond National Jurisdiction, and the UN Decade on Sustainable Ocean Science.
- Practical familiarity with concepts and approaches such as marine spatial, Regional Seas, Sustainable Blue Economy.
- Knowledge of and participation in current scientific thinking and methods relating to marine and coastal issues.
- Managing project teams and coaching staff.
- Working with UN entities and representing similar organisations at international fora or governmental representation.

Skills

- Demonstrable ability to both lead and contribute to a team and work autonomously.
- Excellent project, portfolio and budget management.
- Excellent communication, including presentation and persuasiveness.
- Demonstrable ability to synthesise and clearly convey complex scientific information to non-specialist audiences.
- Excellent work planning and the ability to work to tight deadlines.
- Excellent interpersonal skills, and the ability to interact effectively with a wide variety of colleagues and partners from different cultural perspectives.
- Demonstrable ability to produce high quality outputs, such as reports, website content, and communication materials.
- Excellent office IT skills.
- Fluency in written and spoken English is essential to this role. Fluency in one other UN language is highly desirable.

Type of Person Required

The successful candidate will be a highly motivated self-starting leader. They will be an intelligent, highly competent and organized individual with an appropriate balance of enthusiasm and pragmatism for finding solutions to global biodiversity challenges. They should have an established reputation and existing network in the broad field of marine science and policy, and understand the pathways to inform and influence decision-making in a variety of sectors.

They will have excellent skills in project portfolio and budget management. They will be an excellent writer, synthesizing scientific literature for policymakers with a strong eye for scientific accuracy and policy nuance. They will be able to lead project teams which may include people from many different cultural and academic backgrounds and work sectors, and be confident and comfortable liaising with networks/partnerships of varied organisations. They will also have excellent skills in developing compelling fundraising proposals and editing and critically reviewing scientific and policy reports to a high standard.

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.

This is not a United Nations Post. This is a UK based role and the role holder will be expected to reside in the UK within commuting distance of Cambridge. We are often able to offer visa sponsorship to the preferred applicant.

OUR OFFER

Job Title: Senior Programme Officer

Team: Nature Restored

Job Reference: AD1322

Start date: As soon as possible

Salary: GBP 38,000 to GBP 44,000 per annum, 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

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 of 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 (FTE), 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.

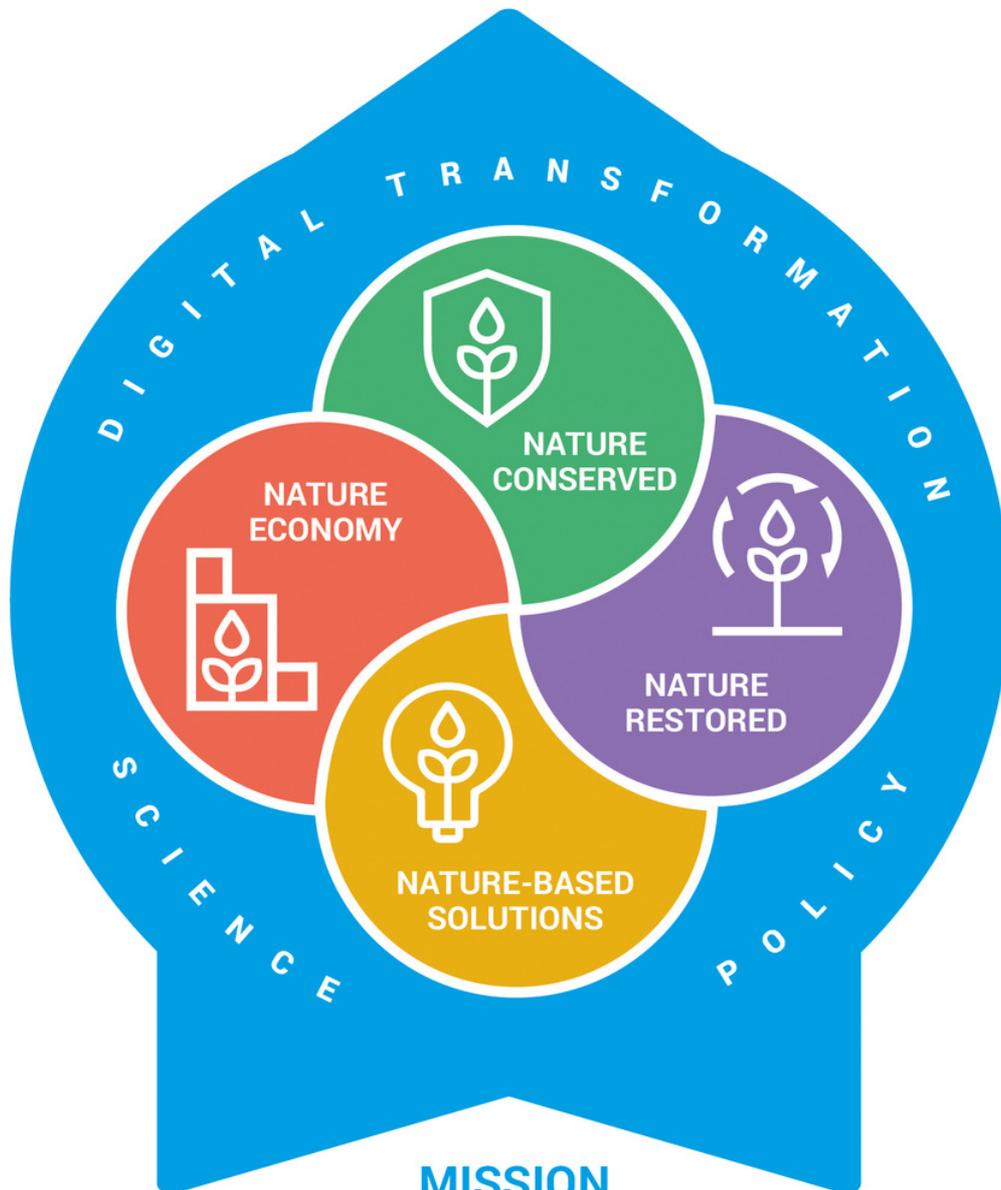
- We encourage everyone to use 5 days for their own personal development each year;
- Standard training courses which include: management development; coaching culture; resilience; negotiation; pitching and closing a deal, for example.
- We also design our training and performance development reviews 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.

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

The WCMC 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).

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 position 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 a [short covering letter](#) through this [link](#).

If you cannot submit your CV without attaching a document into the 'application form/personal detail form field', please submit your CV and cover letter twice.

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: 30th January 2023



WCMC

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UNEP-WCMC

www.unep-wcmc.org