



WCMC

Associate Communications Officer - AD1379
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 Associate Communications Officer - TRADE Hub/DCP

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

You will provide communications support to the UKRI-funded project, the GCRF Trade, Development and Environment Hub (TRADE Hub), helping to achieve the desired impact, supporting the monitoring and administration of communications, and contributing to impact, planning, and assisting in event coordination. You will have experience with video editing, content creation and design and demonstrated ability to write for a variety of audiences and platforms. Your work will largely focus on the TRADE Hub, and you will assist with wrapping up final deliverables for the Development Corridors Partnership.

ABOUT THE TEAM

Our Nature Economy team energises, enables and empowers leaders across all sectors of the economy to act for nature. We support businesses, governments and financial institutions with the knowledge, tools and capacity they need to measure and account for their impacts and dependencies on natural capital. Our goal is for them to implement actions towards a nature-positive future.

Our growing team of 35 people from a range of disciplines work with our partners to build capacity for positive change for people and the planet. We work to support the reform of policy, legal, planning and accountability frameworks, and help to align financial flows to incentivise nature positive and carbon-neutral outcomes.

This role will largely focus on The TRADE Hub, with some assistance on final deliverables from the Development Corridors Partnership. The TRADE Hub is a £20 million project which aims to help make trade sustainable for nature and people. The Hub comprises 10 work packages, and 50 partners across 15 countries, with research focused in Central Africa, China, Tanzania, Brazil, Indonesia, and the UK. DCP is a four-year £5 million project which started in 2017, aiming to build capacity so development corridor decision-making can be based on sound scientific evidence and effective use of planning tools and procedures. DCP has 11 partners across Kenya, Tanzania, China and the UK including universities and NGOs.

Our interview process is generally conducted in two stages following the shortlisting of applicants. The first stage will be a phone screen that will take place between the 19th and the 20th of January 2023. Successful candidates will then be called back for an interview to be scheduled between the 2nd and the 3rd of February 2023. A presentation and a written exercise will also be part of this second stage of the process. We are not generally in a position to alter these dates for individual arrangements.



ABOUT THE ROLE

Job Description

The Associate Communications Officer will work with the existing project staff to provide communications support the UKRI-funded project, the GCRF Trade, Development and Environment Hub (TRADE Hub). The TRADE Hub is a £20 million project which aims to help make trade sustainable for nature and people. The Hub comprises 10 work packages, and 50 partners across 15 countries, with research focused in Central Africa, China, Tanzania, Brazil, Indonesia, and the UK.

The role will focus on helping the project achieve its desired impact, supporting the monitoring and administration of communications, and contributing to impact, planning, and assisting in event coordination.

Key Areas of Responsibility

Communication administration (50%)

- Updating social media communications dashboards and SharePoint based on work plans and project meetings.
- Contributing to the organisation of 'TRADE Hub Researcher Meetups', which are online meetings designed to improve the collaborative spirit of the Hub.
- Assist in tracking and collecting quotations and invoices for services supplied by external providers.
- Support development of training materials and inductions for project capacity building work, and support delivery of trainings on communications.

Communications (40%)

- Under the oversight of the TRADE Hub Communications Focal Point, manage and update website content to reflect project progress, including creating and uploading blogs, proofreading, copy-editing, social media posts, polls, videos and infographics, incorporating significant dates and hashtags, guided by the Hub's events calendar.
- Edit project videos to maximise visibility using appropriate video editing software.
- Research and keep up to date with the latest news including global trade and nature reviews on social media for increased awareness and generate new ideas.
- Analysis using Google analytics to monitor and evaluate traffic to website from social media channels, supporting the Communications Officer in the research and analysis components of the work.

Project coordination (10%)

- Support the annual reporting and MEL processes for both projects, including data collection from partners and preparation of reports for submission to UKRI.
- As needed, assist in publications process for outputs by partners, to ensure they are delivered in compliance with UNEP-WCMC and TRADE Hub standards, having gone through the correct Quality Assurance processes.
- Other project management support as required.

Other Duties

- To undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- BA/BSc or equivalent in a discipline relevant to the primary work of the Centre.

Desirable:

- Qualification or training in communications, writing, editing and/or proofreading.

Experience

Essential:

- Understanding of topics related to biodiversity and/or ecosystem services.
- Proven experience supporting the organisation of in-person, hybrid and/or online events, workshops or project events.
- Experience with video editing, content creation and design.
- Evidence of writing for a variety of audiences and platforms – including print, online and/or social media.
- Experience of maintaining and managing website content and experience of managing and growing social media accounts.
- Working to deadlines, managing multiple tasks and supporting ambitious team goals.

Desirable:

- Experience working with external partners in a multi-cultural setting to ensure project implementation.
- Experience of working on large complex projects with many partners.
- Experience of providing communications advice and guidance to stakeholders.
- Experience of developing and sustaining relationships with diverse partners to plan and deliver communications outputs.

Skills

- Excellent spoken and written English.
- Demonstrated ability to write clearly and succinctly on scientific issues for a diverse audience, with excellent style and grammar.
- Excellent interpersonal skills and ability to communicate with colleagues and external stakeholders.
- French, Portuguese, Chinese (Mandarin), Kiswahili or Bahasa Indonesian language skills advantageous.

Type of Person Required

You will be an experienced communicator, with an ability to think strategically about organisational communications. You will be confident and proactive with a meticulous attention to detail. A team player happy to work in open office situation with colleagues from many disciplines and who would be willing, if necessary, travel to partners in Switzerland, Brazil, Gabon, Democratic Republic of Congo, Republic of Congo, Cameroon, Tanzania, Indonesia, China, Thailand.

This is not a United Nations Post.

OUR OFFER

Job Title: Associate Communications Officer - TRADE Hub/DCP

Team: Nature Economy

Reporting to: Programme Officer

Job Reference: AD1379

Start date: 20th March 2023

Salary: GBP £24,000 to GBP £28,000 per annum, depending on skills and experience

Contract: Permanent

Location: The post holder will be expected to reside in the UK. We have a flexible hybrid working policy in place, for further details, please email recruitment@unep-wcmc.org. 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 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

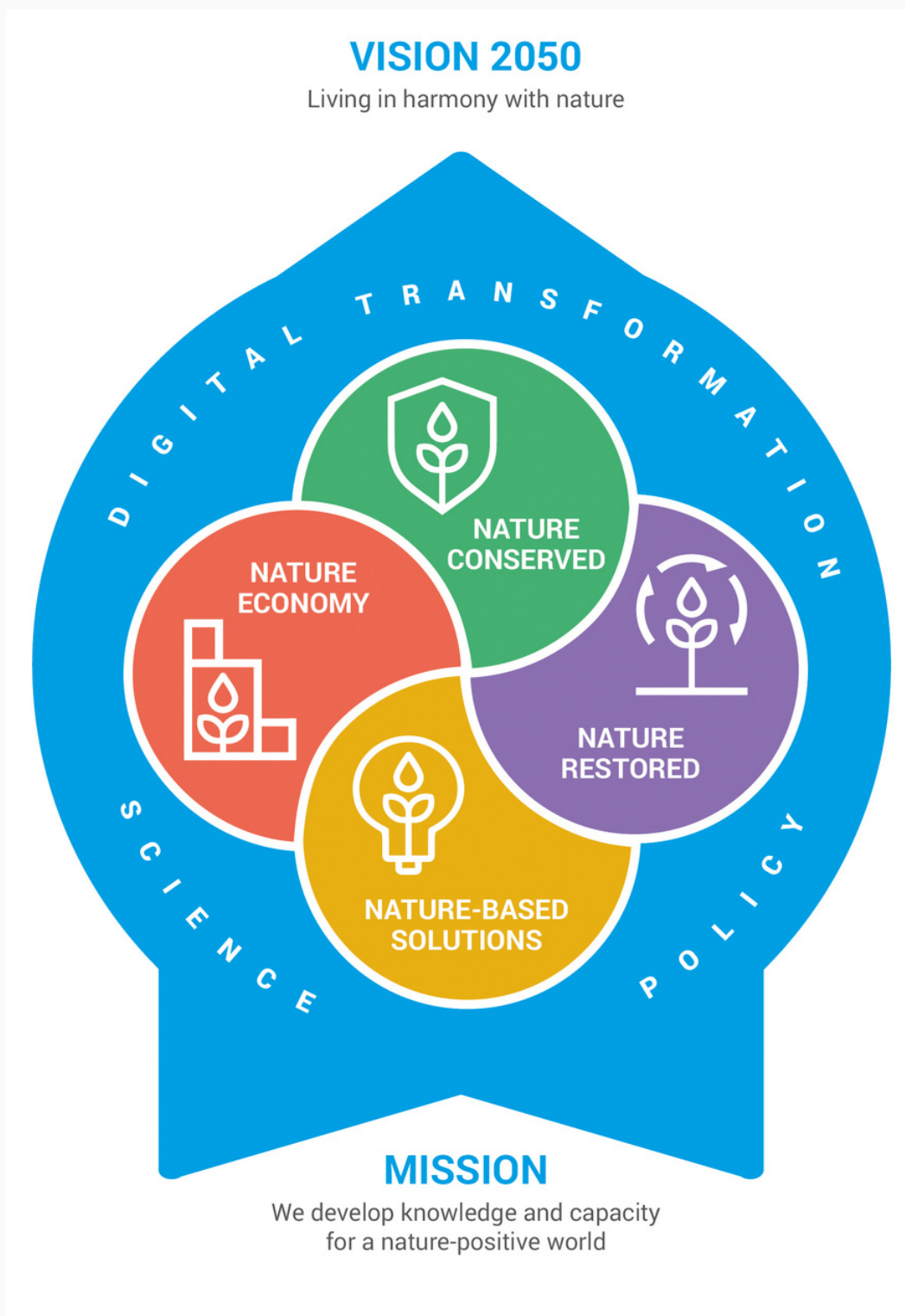
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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.





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).

WCMC has 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: 08th January 2023



WCMC

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www.unep-wcmc.org