

A photograph of two brown bears in a forest. The bear in the foreground is looking towards the camera, while the one behind it is looking slightly to the right. The background is filled with trees and foliage, with sunlight filtering through, creating a warm, golden glow. The text 'WCMC' is overlaid in the top left corner.

**WCMC**

**Programme Officer - Nature Economy - AD1381**  
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 Programme Officer

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

Being at the interface between financial institutions, businesses, and governments, you will be working as part of the Technical Support Unit for the Business and Biodiversity Assessment of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, assisting experts worldwide to deliver this landmark assessment. You will have demonstrated experience managing projects to time and budget and the ability to work in an international context in partnership with a variety of stakeholders.

# 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.

Our team plays a central role in high-profile collaborations which are at the leading edge of efforts to deliver a nature-positive economy. This includes: delivering ENCORE, the world's first tool to support the 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; supporting the shift of financial flows towards sustainable land use through training, technical assistance, engagement and indicators development; 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.

Each member of our team has exposure to the work across our six focal initiatives:

<b>Economy Transformations</b>	<b>Proteus Partnership</b>	<b>Nature and Trade</b>
<b>Targets and Metrics</b>	<b>Finance for Nature</b>	<b>Natural Capital Approaches</b>



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.

Our interview process is generally conducted in two stages following the shortlisting of applicants. The first stage is 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 UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC's strategy is Nature Economy, where we enable and empower leaders across all sectors of the economy to act for nature.

We support businesses, financial institutions, and governments, to ensure they have the knowledge, tools and capacity to measure and account for their impacts and dependencies on natural capital so they can implement actions towards a nature-positive future.

This role will be focused on working as part of the Technical Support Unit for the Business and Biodiversity Assessment of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, assisting experts worldwide to deliver this landmark assessment. The successful candidate will leverage our internal expertise in supporting intergovernmental processes, leading ecosystem assessments, and working with the private sector to collaborate with the Alexander von Humboldt Biological Resources Research Institute leading the Technical Support Unit.

## Key Areas of Responsibility

- Act as the Centre's focal point for the Technical Support Unit (TSU) coordinating closely with the Head of the TSU at the Alexander von Humboldt Biological Resources Research Institute and our Senior Programme Officer overseeing this work.
- Supporting the IPBES Secretariat and members of the Multi-disciplinary Expert Panel and the Bureau throughout the assessment process.
- Support assessment co-chairs and experts worldwide in delivering the assessment by contributing to the organisation of authors' meetings and participation in the 12th session of the IPBES plenary.
- Supporting the review process of the different drafts produced for the assessment and contributing to knowledge management.
- Preparing relevant documents and communications and coordinating the design of outputs.
- Contribute to the adaptive management of the assessment timeline and implementation plan.
- Provide support for the Centre's key partnerships by managing individual relationships.
- Support the 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 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:

- Proven experience working in an international context on business and biodiversity-related topics.
- Demonstrable experience managing projects to time and budget, working to important deadlines, and supporting ambitious team goals.
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, businesses, and academic institutions.
- Experience in leading, drafting and delivering high-quality written scientific outputs such as technical reports, and policy briefs for decision-makers.
- Familiarity with quality assurance processes to ensure documents are produced to a high standard
- Experience facilitating and communicating project results face-to-face or via virtual platforms.

### Desirable:

- Direct experience in contributing to or supporting ecosystem assessments at any scale or on any theme
- Experience delivering capacity-building or knowledge exchange events either virtually or in-person
- Proposal development and fundraising experience in the international conservation sector.
- Experience in managing and coaching staff.
- Familiarity with international biodiversity-related processes such as the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, the Convention on Biological Diversity, and other biodiversity-related conventions
- Previous experience representing similar organisations at international fora or governmental representation.
- Delivering training and capacity development.
- Good verbal and written skills in Spanish.

## Skills

- Excellent writing and proofreading skills with the ability to produce clear, concise, and well-presented reports targeted at government officials/decision-makers
- Strong attention to detail to ensure that high-quality outputs are consistently delivered
- Strong project management skills and the ability to manage and motivate staff to deliver high-quality outputs on time and within budget
- Strong in-person and remote meeting facilitation skills
- 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 and seek support or delegate, as appropriate
- Strong communications skills (written and spoken), willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences
- Excellent interpersonal skills, including the ability to work autonomously and collaboratively within a team in both face-to-face and remote settings, and give and receive constructive feedback
- Fluency in written and spoken English is essential to this role. Fluency in Spanish is desirable

## Type of Person Required

The successful candidate will be a confident, engaging, and organized individual with an appetite for working within a world-class biodiversity institution. They will have successfully worked on a variety of biodiversity projects with international relevance and impact at a variety of scales. They will also understand the importance of working across disciplines to find solutions to global biodiversity challenges.

They will be sensitive to the needs of partners and understand the importance of seeing projects to completion. The successful candidate will have the willingness to take on new challenges and acquire new knowledge. It is important that they are an excellent writer and that they value attention to detail.

They will also be a great verbal communicator, be able to project their knowledge and passion for their work in presentations and be skilled at steering and facilitating meetings towards the desired outputs and outcomes for the Centre.

The successful candidate 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: AD1381**

**Start date: February 2023**

**Salary: £30,000 to £33,000 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](mailto: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

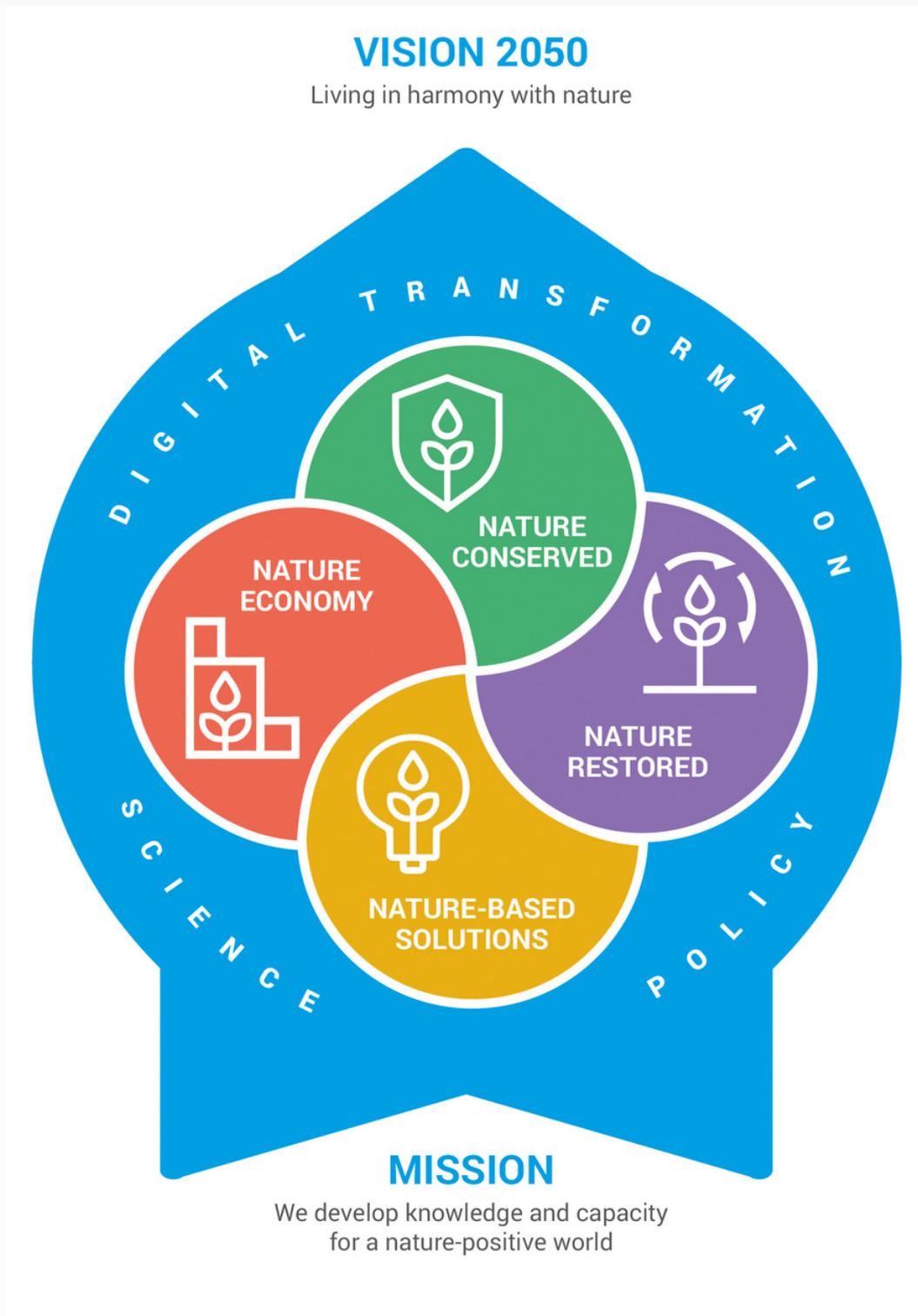
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: 8th January 2023**



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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UNEP-WCMC

[www.unep-wcmc.org](http://www.unep-wcmc.org)