

WCMC

**AD1383 Protected Planet Programme Officer -
Nature Conserved
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 Protected Planet Programme Officer

We are seeking a highly motivated, analytical and innovative technical Programme Officer with a passion for the role that data play in supporting global conservation decision-making. We can provide you with a rewarding and pivotal opportunity to support UNEP-WCMC's flagship Protected Planet Initiative. Key areas of responsibility will include supporting the maintenance, upgrading and growth of the Protected Planet databases, including the World Database on Protected Areas and the World Database on Other Effective area-based Conservation Measures, as well as production of high-quality data analyses and scientific outputs.

We are looking for someone with strong data analysis and data management experience and expertise. Innovative thinking and attention to detail is essential. You will hold a degree in a field related to biological sciences, geography, environmental management, data sciences or similar, and will possess strong technical skills, including GIS and coding.

We will provide you with the challenge of working on high profile conservation projects where your work really makes a difference to the field of conservation

ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to act for nature. We do this by equipping governments and partners with trusted science, data and policy advice to support better decision-making for the benefit of people and nature. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that it is accessible and is driving decision-making across sectors and scales. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of 35 people plays a central role in high profile collaborations that are at the leading edge of efforts to deliver a nature-positive world. This includes: delivering the Protected Planet Initiative, a global platform for knowledge and data on the status and trends of protected and conserved areas; our work in support of global, regional and national efforts to regulate the international trade in wildlife; our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world; and our input to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity.

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



ABOUT THE ROLE

Job Description

Main Purpose of the Job

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global centre of excellence on biodiversity and nature's contribution to society.

This role will support one of UNEP-WCMC's flagship initiatives, the [Protected Planet Initiative](#), particularly to maintain and develop the Protected Planet databases, including through input to the database refactor which will take place in 2023-2025, and to lead and support spatial data analyses.

Key Areas of Responsibility

- Play a leading role in the maintenance and development of the Protected Planet databases, including the World Database on Protected Areas, the World Database on other effective area-based conservation measures (OECMs), and the Global Database on Protected Area Management Effectiveness.
- Maintain and update scripts and models relating to updating, quality-checking, and analysing the databases.
- Undertake data analyses to input to high quality scientific, technical and policy-relevant outputs, particularly maps, indicators and reports relating to protected areas and other effective area-based conservation measures, including for the Protected Planet Report series.
- Support the maintenance and growth of the Protected Planet databases, including providing advice and support to national governments and other users on the submission, application and analysis of datasets, including training as required. Respond to technical queries from users.
- Build and maintain successful working relationships with a variety of stakeholders, including in national governments, the scientific community, non-governmental organisations, international convention secretariats, and other external relationships, as necessary.
- Line manage staff and interns and oversee other colleagues for project delivery;
- Represent UNEP-WCMC at relevant conferences, workshops and other specialist meetings when required.

Other Duties

The post holder will also be expected to extend their own knowledge of scientific and policy issues relevant to the work of the Impact area on an on-going basis and to contribute to UNEP-WCMC planning and strategy development. 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 to representing UNEP-WCMC and presenting our outputs to external stakeholders.

Person Specification

Qualifications/Education

Essential:

- An undergraduate degree in a relevant field such as biological sciences, environmental sciences or data sciences.
- Relevant professional experience.

Desirable:

- Postgraduate degree in relevant field.

Experience

Essential:

- Data analysis skills including coding, preferably Python.
- Ability to compose complex data workflows, manage and collaborating on them through version control software such as GitHub.
- Experience using GIS software for data management and analysis.
- Familiarity with the field of protected areas and area-based conservation measures.
- Experience of producing high quality scientific output .

Desirable:

- Experience of using the World Database on Protected Areas (WDPA) and/or other Protected Planet databases, and associated protocols and workflows.
- An understanding of relational database management and use of PostGreSQL.
- Experience of leading projects with IT components, including liaising with web developers and testing work flows during development.
- Experience using conservation prioritisation tools, such as Marxan, or biodiversity modelling.
- Project management, including managing projects to time and to budget.
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, etc.
- Experience managing and coaching staff.
- Experience with organizing and conducting training workshops.
- Previous experience of representing similar organisations at international fora or governmental representation.
- Communicating technical information to non-specialist audiences.

Skills

- Strong database management and curation.
- Strong data analysis and GIS skills.
- Strong critical, analytical and innovative thinking skills.
- Strong attention to detail, ideally demonstrated through geospatial or relational database management and implementation of data standards.
- Excellent organization, work planning and time management.
- Strong project management skills.
- Strong written and verbal communication, coordination and networking.
- Fluent English speaker essential. Fluency in another language (including French or Spanish) is desirable.

Type of Person Required

We are seeking a flexible and intelligent team-player with proven data management, GIS and data analysis expertise. You will be ready to take initiative, work autonomously and to take responsibility for ensuring the high quality of our databases and analyses. You will have a passion for biodiversity and have experience in protected areas and/or ecological connectivity as means to improve outcomes for biodiversity. You will be driven to contribute their knowledge, skills and expertise to the Nature Conserved impact area, the Protected Planet Initiative and the broader work of UNEP-WCMC.

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: Protected Planet Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer

Job Reference: AD1383

Start date: March 2023

Salary: GBP 30,000 to GBP 33,000 per annum, depending on skills and experience

Contract: Permanent, full time

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

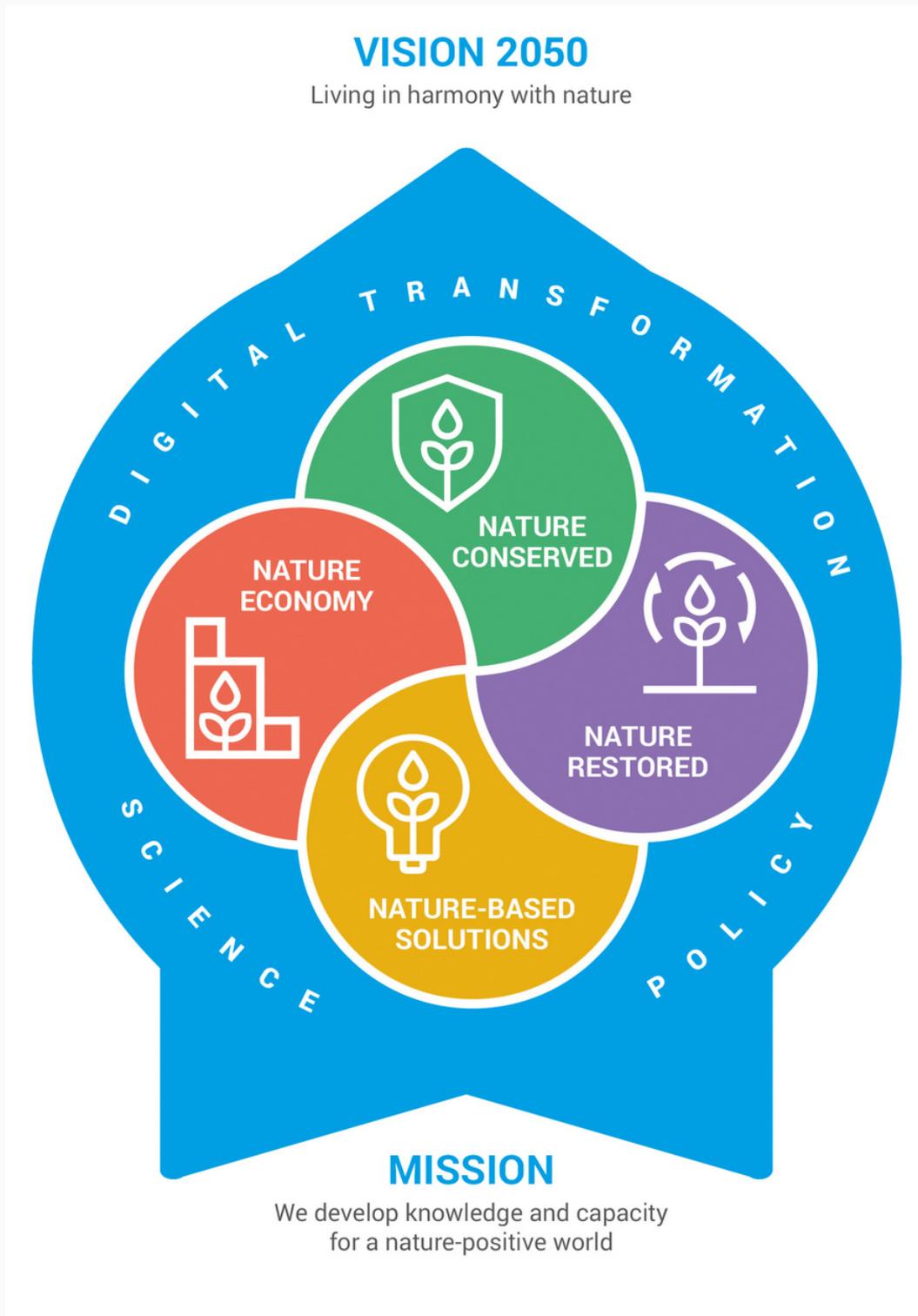
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: 9th January 2023



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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www.unep-wcmc.org