

WCMC

**Protected Planet Programme Officer - Nature
Conserved - AD1384**

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 looking for a highly-motivated and experienced Programme Officer to support UNEP-WCMC's flagship Protected Planet Initiative. Key areas of responsibility will include overseeing the delivery of projects and high quality scientific, technical and policy-relevant outputs, particularly relating to protected areas and other effective area-based conservation measures. The role will also support the maintenance, analysis and growth of the Protected Planet databases, and will provide the opportunity to represent UNEP-WCMC at external meetings and workshops.

We are looking for someone with expertise and experience in protected and conserved areas who can build and manage successful relationships with diverse groups of stakeholders. The ability to produce high quality written outputs for a variety of audiences 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. You will also have great organisational, communications and planning skills. 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 sit in the Nature Conserved team and support UNEP-WCMC's Protected Planet focal initiative, particularly to deliver and develop innovative projects relating to area-based conservation, including protected areas and other effective area-based conservation measures.

Key Areas of Responsibility

- Oversee the development and delivery of projects that contribute to implementation of the Protected Planet Initiative.
- Produce high quality scientific, technical and policy-relevant outputs, particularly relating to protected areas and other effective area-based conservation measures.
- Coordinate the delivery of the Protected Planet Report 2023.
- Support the maintenance, analysis 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.
- 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 to promote and raise the profile of the Centre.

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.

Person Specification

Qualifications/Education

Essential:

- Undergraduate degree in a relevant field.

Desirable:

- Postgraduate degree in relevant field.

Experience

Essential:

- Expertise in the field of area-based conservation, including protected areas and other effective area-based conservation measures.
- Experience of successfully building and managing relationships with diverse groups of stakeholders.
- Demonstrated experience of working at the science/policy interface in international biodiversity conservation.
- Experience of producing high quality written scientific outputs and using quality assurance processes, with demonstrated research skills.
- Project management, including managing projects to time and to budget.
- Experience in the management and use of large-scale datasets, associated protocols and workflows.

Desirable:

- Experience of using the World Database on Protected Areas (WDPA) and/or other Protected Planet databases, and associated protocols and workflows.
- Knowledge and/or experience in relation to global and regional biodiversity policy frameworks for area-based conservation.
- Experience using conservation prioritisation tools, such as Marxan, or biodiversity modelling.
- Experience with organizing and conducting training workshops for government officials or other stakeholders;
- Experience of representing similar organisations at international fora, or governmental representation.
- Proposal development and fundraising experience in the international conservation sector.
- Communicating technical information to non-specialist audiences.
- Written and spoken French, Spanish, Russian, Chinese or Arabic.

Skills

- Strong analytical skills in reviewing relevant literature, reports and other sources of information on biodiversity and ecosystems, drawing clear conclusions and synthesizing key messages;
- Strong database and data analysis skills, and ideally strong GIS skills;
- Excellent project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget;
- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented reports targeted at government officials/decision makers;
- Excellent IT skills (MS Excel, Word, PowerPoint, citation and database software);
- Ability to work to tight deadlines, balance competing demands on time and to seek support or delegate, as appropriate;
- Strong verbal communication skills and willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences;
- Excellent inter-personal skills and the ability to work in a team environment as well as autonomously; and
- Fluency in written and spoken English is essential to this role. Fluency in other languages is desirable.

Type of Person Required

We are seeking a team-player with proven project management skills. They will be ready to take initiative, work autonomously and to take responsibility for ensuring the delivery high quality of outputs. They will have a passion for biodiversity and have experience in protected areas and/or ecological connectivity as means to improve outcomes for biodiversity. They will be driven to contribute their knowledge, skills and expertise to the Nature Conserved impact area and the broader work of UNEP-WCMC.

OUR OFFER

Job Title: Protected Planet Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer

Job Reference: AD1384

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: 09th January 2023



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



@unepwcmc



@unepwcmc



UNEP-WCMC

www.unep-wcmc.org