

The background of the entire page is a photograph of a field of purple globe alliums. The flowers are in various stages of bloom, with some in sharp focus in the foreground and others blurred in the background. The color palette is dominated by vibrant purples and greens.

WCMC

AD1404 Programme Officer - Nature Economy 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.

This role will support us to scale up our work focused on biodiversity and natural capital across the public and private sectors. The successful candidate will contribute to our National Capital Approaches and Economic Transformations Focal Initiatives working to strengthen and increase impact towards a nature-positive society.

ABOUT THE TEAM

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 post will support the Focal Initiatives: Natural Capital Approaches and Economic Transformations in developing and implementing projects that would strengthen and increase impact towards a nature positive society. The post holder will provide technical expertise within the Nature Economy Impact Area in support of the UNEP-WCMC strategy. In addition, the post holder is expected to work across disciplines and within multidisciplinary teams for the delivery of multiple and complex projects.



ABOUT THE ROLE

Job Description

Main Purpose of the job

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Key Areas of Responsibility

- Contribute to the delivery of natural capital projects with a focus on biodiversity and be responsible for ensuring that outputs are consistently aligned with UNEP-WCMC's high standards.
- Provide strong technical expertise and inputs into a range of projects within Nature Economy and beyond, particularly (though not exclusively) relating to natural capital accounting and economic transformations.
- Build and maintain successful working relationships with a variety of stakeholders, including national governments, the UN Environment Programme and its Agencies.
- Organise and facilitate hybrid workshops and other project-related meetings where required.
- Manage projects (or project components) to deliver on time and within budget, using efficient project administration and reporting procedures.
- Contribute to the delivery of scientific reports and policy-relevant analyses relating to the impact area outcomes.
- Line manage junior staff and interns, and manage other colleagues in the context of project delivery.
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

Other Duties

- Promote project work and represent the Centre externally at meetings, conferences, and events, building a network to facilitate project delivery.
- 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 economics, biodiversity, environmental sustainability, or international business.

Desirable:

- Postgraduate degree in a field related to economics, biodiversity, natural capital, environmental sustainability, or international business.

Experience

Essential:

- Proven experience working on business, natural capital and biodiversity-related topics.
- Direct experience in contributing to or supporting natural capital assessments and/or measurements of impacts and dependencies on biodiversity.
- 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, the business sector, financial institutions, and academic institutions.
- Experience in leading, drafting and delivering high-quality written scientific outputs such as technical and policy-relevant reports.
- 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:

- Experience in managing and coaching staff
- Familiarity with international biodiversity and natural capital-related entities such, the Convention on Biological Diversity, UN Environment Programme and the United Nations Economic and Statistical Commissions.
- Previous experience organising similar organisations at international for a or governmental representation.
- Organising and delivering training and capacity development workshops and or knowledge exchange events.
- Good verbal and written skills in any a UN language other than English.

Skills

- Technical expertise in analysing biodiversity and socio-economic data and drafting technical notes and policy-relevant outputs.
- Excellent writing and proofreading skills with the ability to produce clear, concise, and well-presented reports targeted at a variety of stakeholders including business and government decision-makers.
- Attention to detail to ensure that high-quality outputs are consistently delivered.
- Project management skills and the ability to manage and motivate staff to deliver high-quality outputs on time and within budget.
- In-person and remote meeting facilitation skills.
- 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.
- Communications skills (written and spoken), willingness to represent UNEP-WCMC at international meetings.
- 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 any other UN language is desirable.

Type of Person Required

The successful candidate will be enthusiastic, creative, and technically astute with an appetite for working within a world-class biodiversity institution. They will have successfully worked on a variety of natural capital or biodiversity projects with international relevance and impact at a variety of scales. They will also understand the importance of working across disciplines and within multidisciplinary teams to find innovative solutions to global biodiversity challenges.

They will be sensitive to the needs of stakeholders and 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 able to work with biodiversity, socio economic data and technical information and translate it into information that is appropriate to a variety of audiences including public and private sector decision makers.

They should be able to project their knowledge, expertise and passion for their work within cross cutting and multidisciplinary projects and be skilled at steering and facilitating projects to completion with 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: AD1404

Start date: July 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 see below. 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. The WCMC Flexible Working Policy is a pilot scheme, whereby employees are required to attend the Centre (office) in person for a minimum of 2 days a month. All employees MUST reside in the UK and live within a suitable distance of Cambridge to attend the office in line with the Flexible Hybrid Working Policy.
- 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: 25th June



WCMC

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