

**WCMC**

**AD1416 Digital Project Lead -  
Digital Transformation  
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 Digital Project Lead

We are seeking a person with expertise in project management at the interface of science, software, and data, this person will provide vision and guidance to multi-disciplinary teams working across the Centre to deliver multiple impactful digital products. They will take a strategic view to help the team design, build and connect a suite of user-driven digital products that enhance the Centre's ability to deliver on its core biodiversity and policy goals, in line with its new strategy.

The person should be able to proactively identify opportunities to develop their area of work and will be committed to developing relationships with a network of clients and funders. They will be a problem-solver who is able to address challenges as they arise and find creative solutions to them.

# ABOUT THE TEAM

Digital Transformation is a close-knit team of data scientists, developers, designers, user researchers, product and project managers, and development and operations specialists, supported by our team leads and administrators. We work in a collaborative and increasingly agile way internally and with other teams at WCMC to innovate and maintain outcome-oriented digital products for addressing the global nature crisis. The platforms we develop - IBAT, ENCORE, Species+, Ocean+, Protected Planet, and UN Biodiversity Lab, to name a few – are instrumental in supporting decision-makers to access the knowledge they need to generate large-scale change.



# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

As Project Lead, you will manage small, multi-disciplinary teams of highly skilled designers, data scientists and developers to deliver quality web products which help map, store and present complex information on the state of the global environment. The successful candidate will work closely with the Centre's programme staff to translate the technical needs of partners into efficient solutions, plan and manage delivery of those solutions, and be responsible for ensuring quality throughout their design and implementation.

### Key Areas of Responsibility

- Develop new project proposals by managing existing and new client relationships and responding to requests for proposals
- Successfully manage and deliver multiple complex projects on time and within budget
- Specify and cost new Digital Transformation projects in consultation with design leads, data scientists, senior developers and other colleagues
- Manage a mixed team of designers, developers and scientists to deliver web applications and other digital products, such as Species+, that have relevance and impact to the Centre's goals
- This includes: our work in support of global efforts to regulate the international trade in wildlife
- Work with internal and external clients to translate their needs into effective solutions via a waterfall or agile approach.
- Take a lead in helping the team continually develop and improve in all aspects of our work
- Represent the Digital Transformation Programme and the Centre at international meetings and conferences

### Other Duties

The successful postholder may be asked to undertake other reasonable activities commensurate with the level of the post.

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally to fulfil the requirements of this position.

### Special Circumstances

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally to fulfil the requirements of this position.

# Person Specification

## Qualifications/Education

### Desirable:

- Degree in relevant subject

## Experience

### Essential:

- Proven ability to offer effective leadership to multi-disciplinary teams to successfully achieve shared goals
- Successful simultaneous management and delivery of multiple digital projects on time and within budget
- Demonstrated experience connecting and coordinating technology and biodiversity conservation or policy communities
- Knowledge and experience leading both agile and waterfall projects

### Desirable:

- Familiarity with modern software development
- Experience leading projects with user research and user-led design
- Experience in proactively developing successful project and grant proposals
- Familiarity working on complex digital solutions with a geospatial element
- Experience collaborating and guiding multiple stakeholders to ensure the end-users needs are met

## Skills

- Demonstrated strong product, project and budgetary management skills
- Demonstrated experience communicating with a technical team and leading the delivery of digital products.
- Excellent skills in managing and communicating complex user requirements to multiple stakeholders and describing technical tasks in accessible language
- Excellent proposal writing skills
- Exceptional interpersonal skills, with an ability to manage client relationships
- Excellent communication skills, including presentation and demonstration skills
- Excellent time management and organisation skills with the ability to lead multiple projects simultaneously
- Excellent office IT skills
- Fluency in written and spoken English

## Type of Person Required

With expertise in project management at the interface of science, software, and data, this person will provide vision and guidance to multi-disciplinary teams working across the Centre to deliver multiple impactful digital products. They will take a strategic view to help the team design, build and connect a suite of user-driven digital products that enhance the Centre's ability to deliver on its core biodiversity and policy goals, in line with its new strategy.

The person should be able to proactively identify opportunities to develop their area of work and will be committed to developing relationships with a network of clients and funders. They will be a problem-solver who is able to address challenges as they arise and find creative solutions to them.

# OUR OFFER

**Job Title:** Digital Project Lead

**Team:** Digital Transformation

**Reporting to:** Senior Programme Officer

**Job Reference:** AD1416

**Start date:** July 2023

**Salary:** £30,000 to £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: 9th July 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)