

WCMC

**AD1418 IBAT 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 IBAT Programme Officer

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

The Programme Officer will work on one of the biggest global challenges facing the world today – the biodiversity crisis. This role is at the forefront of the business and biodiversity space, providing practical solutions to the business and finance community. Supported by experts from four of the most influential conservation organisations, you will empower decision-makers from global companies across a variety of sectors to incorporate authoritative biodiversity into their operational processes. You will be the public face of the Integrated Biodiversity Assessment Tool (IBAT), representing the IBAT Alliance to industry and conservation communities alike. Using your passion for nature, skills and knowledge, you will help ensure IBAT remains the world's most authoritative biodiversity data tool and continues to evolve to meet the emerging needs of a rapidly changing disclosure landscape.

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 Kunming-Montreal Global Biodiversity Package; 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:

Economy Transformations	Proteus Partnership	Nature and Trade
Targets and Metrics	Finance for Nature	Natural Capital Approaches



ABOUT THE ROLE

Job Description

Main Purpose of the job

Fifteen years ago, a ground-breaking alliance between UNEP-WCMC, BirdLife International, Conservation International and the International Union for Conservation of Nature (IUCN) launched the Integrated Biodiversity Assessment Tool (IBAT). This tool integrates data from globally authoritative biodiversity datasets – the World Database on Protected Areas, World Database of Key Biodiversity Areas and the IUCN Red List of Threatened Species – into a single portal to support decision-makers from industry, finance and governments. Today, it continues to be an innovative solution for providing biodiversity information to decision-makers while channelling resources into the underlying datasets.

The Programme Officer will be responsible for IBAT's business development, user support, and marketing and communications. Working closely with the IBAT Manager and other Programme Officers, and supported by the IBAT User Sub-committee, you will engage with businesses and financial institutions across a range of sectors to expand IBAT to more organisations. You will support IBAT users and deliver training to ensure organisations can use IBAT to incorporate biodiversity into their decision-making. You will work within a multidisciplinary and cross-organisational team, helping to generate innovative ideas on products and services based on your experience working with IBAT users.

Key Areas of Responsibility

Business Development:

- Research and identify new business opportunities.
- Develop and implement outreach strategies for key sectors, in alignment with IBAT's Strategic Plan.
- Deliver virtual and in-person demonstrations of IBAT to potential subscribers.
- Maintain stakeholder relations, both with IBAT subscribers and across the IBAT Alliance.
- Represent IBAT at industry events and in webinars.
- Collaborate with the wider IBAT team to develop new products.

User Support

- Respond to user queries.
- Develop training materials, including tutorial videos and briefing notes.
- Deliver virtual and in-person training to users.
- Manage IBAT's Client Relationship Management system.
- Work with IBAT's Technical Officer to improve IBAT's useability.

Marketing and communications

- Develop and implement IBAT's marketing strategy, in alignment with IBAT's Strategic Plan.
- Manage IBAT's social media.
- Monitor Google analytics and IBAT usage.
- Send out regular IBAT newsletters.

Other Duties

- Attend relevant meetings both in the UK and internationally on behalf of IBAT.
- Undertake other tasks and duties requested by the IBAT Manager and as appropriate to the grade.
- Ensure that relevant work is carried out to a high standard, in line with the Centre's quality assurance process.
- 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.

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:

- Robust understanding of biodiversity and conservation principles.
- Proven experience working on business and biodiversity-related topics.
- Good project management, administrative and organisational skills, including prioritisation and working to deadlines.
- Demonstrated communication skills, both written and verbal, to a range of audiences and including leading and drafting high-quality outputs.
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, the business sector, financial institutions, and academic institutions.

Desirable:

- In-depth knowledge of the three IBAT datasets.
- Experience in one or more of the IBAT Alliance organisations, or an international conservation NGO.
- Experience in a commercial environment or with/within the finance sector.
- Experience of marketing and sales plans to deliver technology-based products.
- Experience in supporting users of biodiversity data, tools or approaches, either in-person or virtually.
- Fluency in other languages, particularly Spanish or French.

Skills

- Flexibility and adaptability.
- Excellent IT skills (MS Excel, Word, PowerPoint, Outlook, and database software).
- High levels of professionalism, initiative, energy, creativity and flexibility.
- Good administrative and organisational skills, including prioritisation and working to deadlines.
- Communications skills (written and spoken), to a range of audiences.
- Willingness to travel abroad and represent IBAT at international meetings or within the UK.
- High proficiency in written and spoken English is essential to this role. Fluency in other languages, particularly Spanish and French, is desirable.
- Attention to detail to ensure that high-quality outputs are consistently delivered.
- Critical, analytical, and innovative thinking skills.
- 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.

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 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 user experience. 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.

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: IBAT Programme Officer

Team: Nature Economy

Reporting to: IBAT Manager

Job Reference: AD1418

Start date: ASAP

Salary: GBP £30,000 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

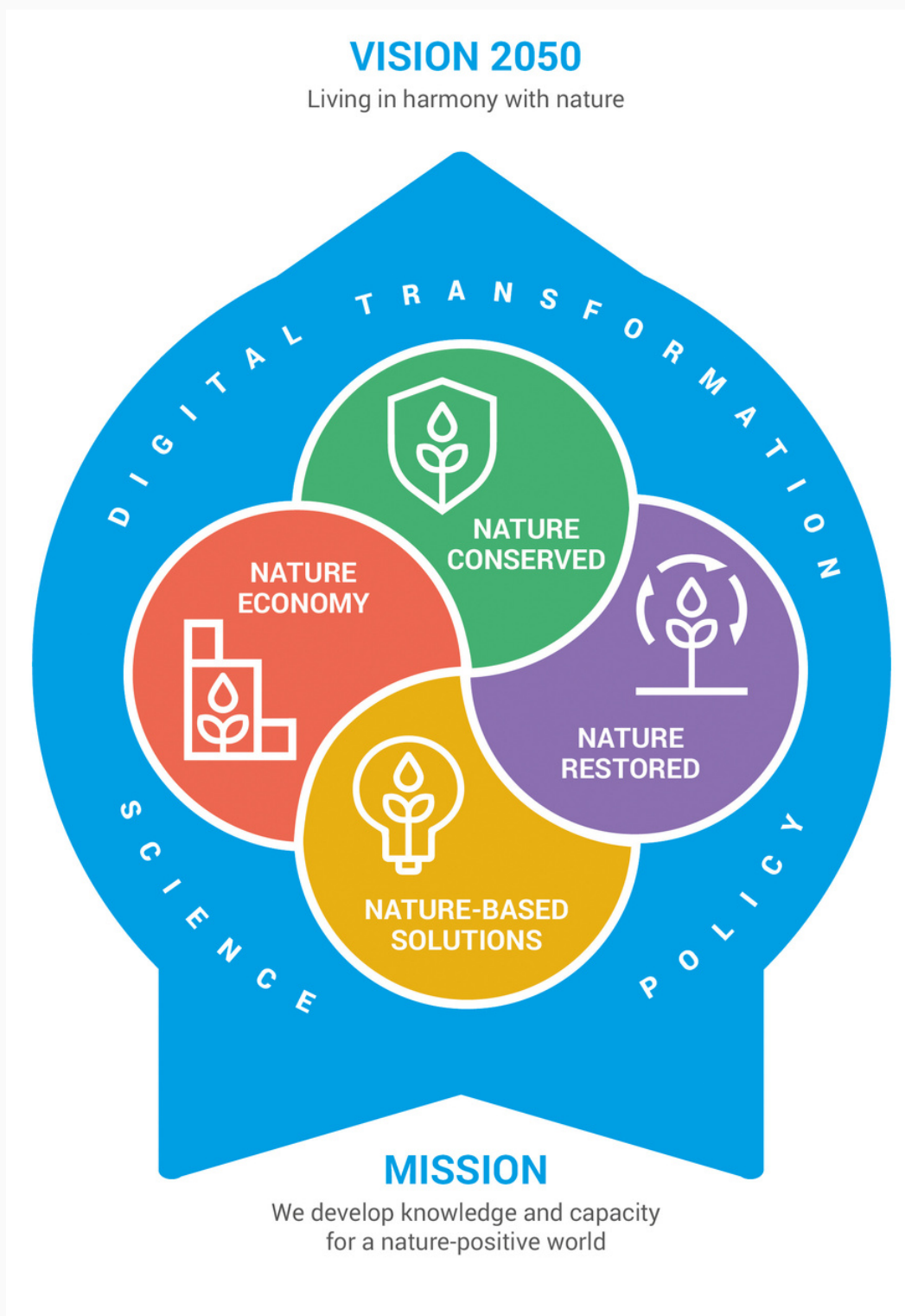
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: Tuesday 4th July 2023



WCMC

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www.unep-wcmc.org