



WCMC

AD1435 Associate Programme Officer

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 Associate Programme Officer

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

Being at the interface between financial institutions, businesses, and governments, you will support the implementation of projects that enable the integration of biodiversity and natural capital into decision-making. You will have a demonstrated ability to produce high-quality outputs and deliver credible scientific research and analysis to meet the needs of a range of audiences.

ABOUT THE TEAM

Our Nature Economy team supports businesses, governments and financial institutions with the knowledge, tools and capacity they need to measure and account for their impacts and dependencies on nature.

Our growing team of 42 people from a range of disciplines, work with our partners to build capacity for positive change for people and the planet. We 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:

- 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 the Taskforce on Nature-related Financial Disclosures

The Nature Economy team supports the implementation of the Kunming-Montreal Global Biodiversity Framework, the shift of financial flows towards sustainable land use and the alignment of biodiversity measurement approaches for businesses, in addition to leading globally regarded research into the embedded biodiversity impact of trade flows.



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

The Nature Economy team brings in a cohort of Associate Programme Officers twice a year fostering individual and collective development. In this opportunity, we are looking to recruit 3 new Associate Programme Officers to join our team during the last part of 2023 to contribute to our work across a number of areas, including:

- Supporting countries embarking on an economic transition that ensures biodiversity is properly represented in economic reform agendas, as well as efforts to move beyond GDP and develop wealth economies.
- Enabling businesses to better set and track their biodiversity-related performance, using aligned metrics and methodologies, developing business-relevant indicators and accessing reliable decision-grade data.
- Addressing the environmental and social challenges associated with land use change and unsustainable land use. This includes deforestation and the conversion of ecosystems driven by financial incentives and commodity trade. Developing and mainstreaming land-based good practices to minimize risks and promote positive impacts of both business and financial institutions on climate, forests, biodiversity and people.

Each member of our team has exposure to the work across our six focal initiatives:

<u>Economy transformations</u>	<u>Proteus Partnership</u>	<u>Nature and Trade</u>
<u>Targets and Metrics</u>	<u>Finance for Nature</u>	<u>Natural Capital Approaches</u>



Our interview process is generally conducted in two stages following the shortlisting of applicants. The first stage will be a phone screen that will take place between the 28th and 29th of September 2023. Successful candidates will then be called back for an interview to be scheduled between the 12th and 13th of October 2023. A presentation and a written exercise will also be part of this second stage of the process. We are not generally in a position to alter these dates for individual arrangements.

Our transdisciplinary and multicultural team benefits from the range of skills, expertise and perspectives brought in by each of its members. Each role in our team is different, and the profiles of our current Associate Programme Officers are the best example of this:

Sarah works on a range of projects across three focal initiatives in the Nature Economy team. This includes the SUSTAIN project where she has conducted desk-based research to update the ENCORE database, which is used by companies and financial institutions to screen their impacts and dependencies on nature. She also is contributing to the Centre's work with the Science-Based Targets Network, as well as a report on the UK economy's dependency on nature.



After getting an M.Sc. degree in environmental sciences, Olaolu worked in the private sector where he contributed to the development and implementation of the company's biodiversity approach and roadmap. A key part of his current role in the Nature Economy is to provide programmatic and technical support for the development of the ENCORE tool and related projects that support the integration of biodiversity and natural capital within public and private sector decision-making.



ABOUT THE ROLE

Job Description

Main Purpose of the job

We are looking for highly competent and independent professionals to support project implementation. People with a passion for integrating biodiversity into decision-making across sectors, and the ambition to learn from working with a high-performing team in a fast-paced international organisation. These roles will also involve close collaboration with other impact and innovation areas across UNEP-WCMC.

Key Areas of Responsibility

The post holders will need to be flexible and adaptable to variable demands. Key duties and responsibilities will include:

- Implement project tasks including conducting background research, methodological development, data analysis, report writing, and presentation of results.
- Support the development of proposals for new projects in the Nature Economy impact area.
- Develop capacity and provide technical support on biodiversity, ecosystem services and natural capital to our partners.
- Manage small projects, project components, and support the management of larger projects through such activities as compiling administrative, financial and narrative reports.
- Support the Centre's key partnerships and relationships by developing clear outputs and communication materials.
- Support the organisation and facilitation of in-person, hybrid and/or online workshops, consultations with partners, and other events.

Other Duties

- Attend relevant conferences, workshops and other specialist meetings in the UK, internationally and remotely on behalf of UNEP-WCMC.
- 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.
- Support the delivery of high-quality outputs in line with the Centre's quality assurance process.
- Contribute to the operation and administration of the Nature Economy team as required.
- Extend own knowledge of thematic and policy issues relevant to the work of UNEP-WCMC.
- 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.
- To undertake any other duties as may be required from time to time commensurate with the level of the post.

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:

- Proven experience in environmental research, policy, or management.
- Proficiency in synthesising evidence into written deliverables.
- Demonstrable capacity to produce high-quality written outputs targeting a range of audiences.
- Experience delivering presentations.
- Practice working to important deadlines and supporting ambitious team goals.
- Demonstrable experience developing collaborative relationships.

Desirable:

- Direct experience implementing analytical methodologies.
- Skills for working with Geographic Information Systems, complex data or analytical software.
- Relevant work on business and biodiversity issues.
- Experience supporting capacity development.
- Past involvement in project proposal development and fundraising.
- Familiarity with project management processes.
- Experience organizing or facilitating workshops and meetings face-to-face or via virtual platforms.
- Ability to work in a language other than English.

Skills

- Demonstrated ability to synthesise and communicate complex concepts to different audiences.
- Ability to communicate in an accessible and compelling way.
- Good knowledge of biodiversity conservation and sustainable development.
- Ability to work with diverse organisations from the private sector, financial sector, and government, understand their needs and support them strategically and professionally.
- Skills for working in a small team and independently, good use of personal initiative and demonstration of a solution-based approach to workplace challenges.
- Excellent written and spoken English is essential in this role, including the ability to write concise syntheses of complex material for a variety of audiences.
- Strong communication and interpersonal skills for working as part of a collaborative and multicultural team, with attention to remote collaboration and teamwork.

Type of Person Required

The successful candidates will be responsive, creative, and motivated. They will be sensitive to the needs of partners and understand the importance of seeing projects to completion. They will have the experience and qualifications to support the team to develop and implement initiatives focused on collaborating with governments, businesses and/or financial institutions on topics related to biodiversity. They will value attention to detail. They will be a team player with excellent interpersonal and communication skills, including presentation and facilitation capabilities. They will have a keen interest in working at the interface between the public and private sectors and biodiversity.

OUR OFFER

Job Title: Associate Programme Officer

Team: Nature Economy

Reporting to: Programme Officer

Job Reference: AD1435

Start date: 4th December 2023

Salary: GBP 24,000 to GBP 30,000 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

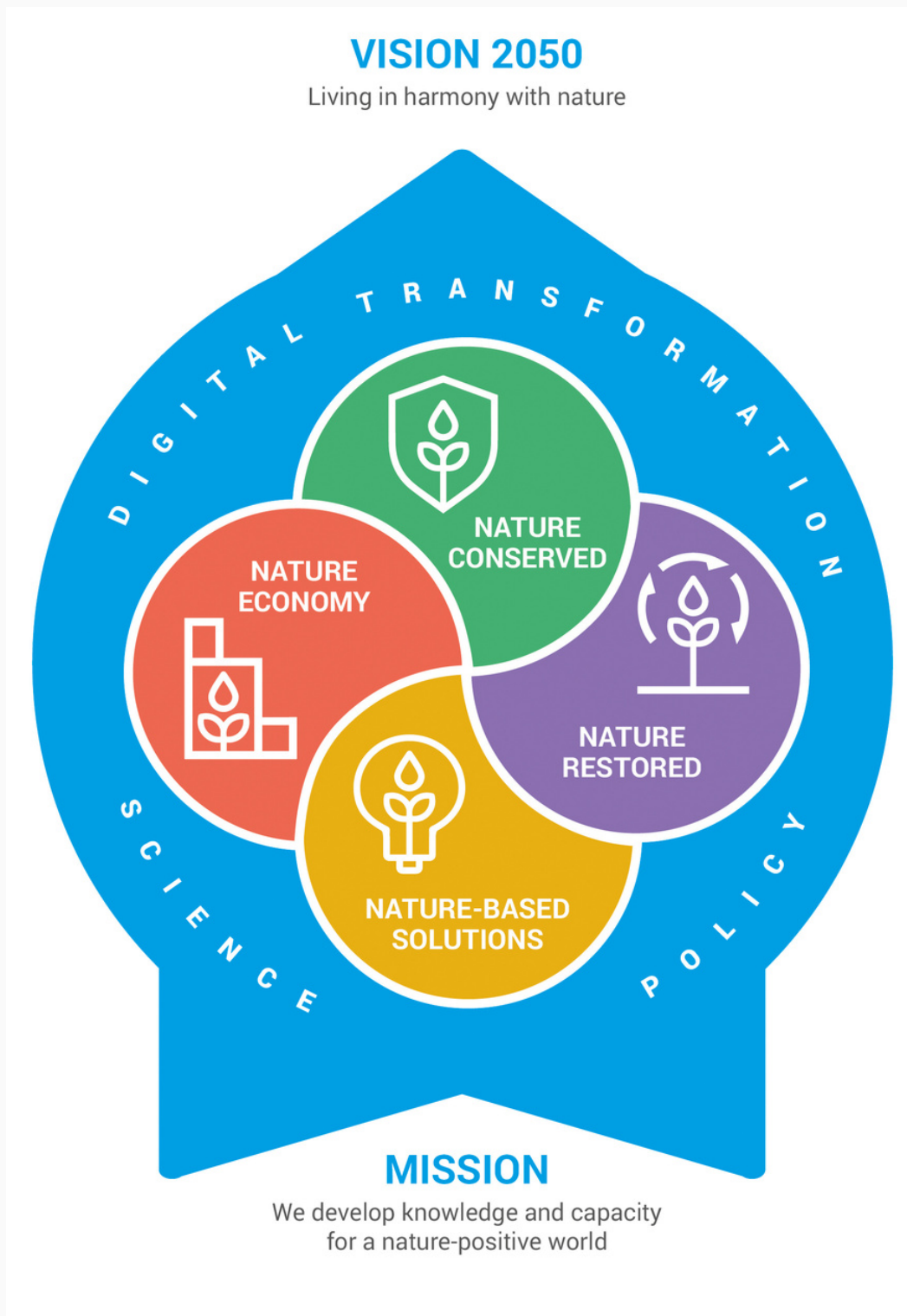
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 230 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: 10th September 2023



WCMC

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