

WCMC



**AD1439 Associate Programme Officers
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 roles of Associate Programme Officers

We are seeking Associate Programme Officers to join our growing Nature Conserved team. These roles will support the delivery of UNEP-WCMC's suite of projects focussed on tackling one of the main drivers of species loss – overexploitation – and will help contribute to global efforts to ensure that international trade in wildlife is well-regulated, legal and sustainable.

Specifically, the two posts will primarily contribute to our Global Wildlife Trade focal initiative and work with a dedicated team to:

- 1) Analyse and synthesise biodiversity data and information to produce well-written and succinct reports for policy-makers; and
- 2) Maintain and analyse species and trade data in the relevant information management systems maintained by UNEP-WCMC (e.g. [Species+](#) and the [CITES Trade Database](#)) to provide accurate data and analyses to decision-makers.

While both posts will contribute to the above, one of the positions will have more of an emphasis on writing and producing reports for policy-makers, and the second will have more of an emphasis on data analysis and data management. Please indicate in your cover letter which type of role you would like to be considered for (writing or data), or if you feel your skills and experience are well suited to both roles.

Working as part of a team, you will use your critical thinking and analytical skills to assist with the compilation of species assessments and other reports on wildlife trade that are well-researched and incorporate graphical representations of data that help to convey complex datasets in a way that can be easily understood by policy-makers. You will have a meticulous approach to quality control in order to process and input data into the relevant databases. As an effective member of the team, you will be flexible and willing to help with a variety of tasks to ensure that projects are delivered to the highest level of quality and on time to meet tight deadlines. An enthusiasm for conserving the world's species and a recognition of the importance of providing robust, evidence-based information to policy-makers is essential for this role.

We will provide you with the opportunity to work on high impact projects, where your work really makes a difference in the field of conservation. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

If you are looking for a rewarding and challenging post where you can put your technical expertise, excellent writing and data skills to good use while contributing to global efforts to safeguard nature, we want to hear from you.

ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to take action 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 the planet. 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 ~40 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: our work in support of global efforts to regulate the international trade in wildlife, including through the management of key global datasets (e.g. the CITES Trade Database and Species+); delivering the Protected Planet Initiative, a global platform for knowledge and data on the status and trends of protected and conserved areas; and our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world.

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

UNEP-WCMC's Nature Conserved team contributes to global initiatives to conserve biodiversity by providing authoritative information to decision-makers in support of the effective implementation of species-related conventions and agreements, particularly CITES[1]. At a regional level, we also provide dedicated support to the implementation of the EU Wildlife Trade Regulations through the provision of scientific and policy-relevant analyses and datasets.

We are recruiting two posts to support our Global Wildlife Trade Focal Initiative in our work to support the implementation of CITES and the EU Wildlife Trade Regulations. The posts will work with a dedicated team to:

- 1) Analyse and synthesise biodiversity data and information to produce well-written and succinct reports for policy-makers; and
- 2) Maintain and analyse species and trade data in the relevant information management systems maintained by UNEP-WCMC (e.g. [Species+](#) and the [CITES Trade Database](#)) to provide accurate data and analyses to decision-makers.

While both posts will contribute to the above, one of the positions will have more of an emphasis on writing and producing reports for policy-makers, and the second will have more of an emphasis on data analysis and data management. Please specify in your cover letter which type of role you would like to be considered for (writing or data), or if you feel your skills and experience are well suited to both roles.

Key Areas of Responsibility

The post holders will need to be flexible and adaptable to variable demands. Working as part of a team, the key areas of responsibility will include:

- Analysis and synthesis of information, including primary literature and data from multiple sources, in order to produce well-written and succinct reports for policy-makers. Reports will be well-researched and will bring together information on the biology, conservation status, management regimes and/or trade levels of species of international conservation concern;
- Analysis of large datasets (e.g. wildlife trade data) and incorporation of graphical representation of the data into outputs in a way that is clear for policy makers;
- Contributing to the drafting and compilation of other publications and analyses for policy-makers, particularly in relation to international wildlife trade;
- Ensuring that biodiversity and wildlife trade data are entered into the relevant databases accurately and in a timely manner in order to contribute to the day-to-day maintenance and management of important global datasets;
- Responding to requests for technical information on behalf of the programme; and
- Contributing to, and working as part of, a cohesive team in the implementation of the Centre's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

Other Duties

- Extend own knowledge of scientific and policy issues relevant to global biodiversity conservation;
- Contribute to wider project portfolio and project development, as appropriate;
- Associate Programme Officers may be asked to attend relevant meetings on behalf of UNEP-WCMC; and
- 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 biological/natural sciences, ecology, statistics or similar

Desirable:

- Postgraduate degree in biological/natural sciences, ecology, international policy, statistics or similar

Experience

Essential:

- Experience of biodiversity-related report writing, including synthesizing and properly referencing scientific literature.
- Experience of synthesizing numerical data and contributing to analyses and assessments of scientific data.
- Experience and enthusiasm for entering data accurately and efficiently into databases and maintaining data quality.
- Basic knowledge of and interest in international and regional biodiversity policy institutions, including familiarity with CITES.
- Practice working to important deadlines and supporting ambitious team goals.
- Good understanding of the threats facing species, including aspects particularly relevant to species in trade.

Desirable:

- Practical experience of working in the biodiversity sector.
- Experience of writing reports for decision-makers.
- Technical proficiency in the analysis, cleaning and manipulation of large, complex datasets in R.
- Good understanding of the provisions of CITES and familiarity with wildlife trade data (e.g. experience of undertaking analyses of trade data using the CITES Trade Database).
- Understanding of and interest in the provisions of the EU Wildlife Trade Regulations.
- Familiarity with project management processes.
- Understanding and interest in taxonomy and biological nomenclature.

Skills

- Excellent written and spoken English is essential for this role. In addition, fluency in French or Spanish is highly desirable (though not essential).
- Excellent attention to detail and motivation to ensure that high quality outputs are consistently delivered and that information is entered correctly into databases.
- Strong skills in analysis and critical review of scientific information/literature.
- Strong numerical skills and ability to analyse quantitative data; experience with R is desirable.
- Strong communication and interpersonal skills for working as part of a collaborative and multicultural team, with attention to remote collaboration and teamwork.
- Excellent time management and task prioritization skills.
- High degree of IT competency, particularly in the context of report compilation and data analysis (e.g., Word, Excel, PowerPoint, citation software, etc.).

Type of Person Required

The successful candidates will be conscientious, motivated and have a keen interest in providing evidence-based technical and scientific support to policy makers. They will have the experience and qualifications to support the team to implement projects focused on global wildlife trade and biodiversity conservation. They will be team players with an eye for detail. They will be critical thinkers and will have a strong aptitude for synthesizing scientific information and presenting it in clear, easy to understand ways. They will be numerate and able to analyse numeric data for inclusion in reports. They will be ready to take initiative and work autonomously to deliver high quality drafts destined for decision-makers. They will have a passion for biodiversity and will be driven to contribute to UNEP-WCMC's efforts to conserve and restore nature.

Other Relevant Information

This is not a United Nations Post.

OUR OFFER

Job Title: Associate Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer

Job Reference: AD1439

Start date: November 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 6 weeks paid paternity leave and 1 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: 1st October 2023



WCMC

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www.unep-wcmc.org