



WCMC

**AD1440 Programme Officer, Nature Conserved
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 within the Nature Conserved team at UNEP-WCMC

We are seeking a highly motivated Programme Officer with excellent numerical and analytical skills and a commitment to providing accurate information and analyses to decision-makers. This role will support UNEP-WCMC's Nature Conserved team, particularly with our work on ensuring that international trade in deforestation-related commodities is sustainable.

Applicants should be proficient in the manipulation, analysis, and visualisation of large, complex datasets in R and have experience of writing and managing replicable code scripts. As contributing to reports for policy-makers will be a key aspect of the role, the successful applicant will also have experience of synthesising information and conveying key results in accurate, succinct and engaging outputs. A basic knowledge of and strong interest in global trade and/or deforestation-related issues and relevant international policy frameworks is also important. Practical experience in analysing, cleaning and manipulating trade data (e.g., UN Comtrade data or national customs data) and spatial data would be highly valued.

We will provide you with the challenge of working 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 and excellent numerical 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 nature. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that this important information is accessible and is driving decision-making. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of ~35 biodiversity experts 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 and to move towards deforestation-free supply chains; delivering the Protected Planet Initiative, a global platform for knowledge and data on the status and trends of protected and conserved areas; our support to international efforts to promote ecological connectivity and conserve migratory; and our input to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity.

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

Job Description

Main Purpose of the job

We are looking for a highly motivated Programme Officer passionate about contributing their technical skills to global efforts to halt deforestation and conserve biodiversity. Applicants should be proficient and willing to increase their knowledge in the manipulation, analysis, and visualisation of large, complex datasets in R. The ideal applicant will have excellent numerical and analytical skills and a commitment to providing accurate data and analyses to decision-makers.

This role will support UNEP-WCMC's Nature Conserved team, particularly with our work on ensuring that international trade in deforestation-related commodities is sustainable. The role will contribute to UNEP-WCMC's portfolio of projects supporting the implementation of key trade-related regulations and Conventions.

A key component of the role will be contributing to reports for decision-makers by synthesising and analysing information and conveying results in accurate, succinct, and engaging outputs to make a tangible difference in global conservation efforts. A strong interest in global trade and/or deforestation-related issues and relevant international policy frameworks is also important.

Key Areas of Responsibility

Working collaboratively as part of a dedicated team, the Programme Officer will:

1. Conduct quantitative analyses of large datasets in R, including data on trade/supply chains, deforestation and other relevant data to convey key messages and provide clear, tailored results for reports and other outputs (including through the use of infographics);
2. Contribute to the drafting and compilation of scientific reports and policy-relevant analyses linked to regional and global efforts to promote deforestation-free supply chains, ensuring that outputs are succinct and consistently delivered to the high quality reflective of UNEP-WCMC's standard;
3. Manage large datasets, including data cleaning and manipulation, as well as contributing to the accurate entry of data into global datasets maintained by UNEP-WCMC;
4. Contribute to, and work 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.
5. Represent UNEP-WCMC at relevant meetings in support of our project delivery.

Other Duties

The postholder will be expected to extend their own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC. Programme Officers may be responsible for the support and guidance of staff and Interns. Occasionally, the postholder may be asked to attend relevant meetings (primarily in the UK or Brussels). Other duties may be assigned from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- Post-graduate degree (MSc) or demonstrable equivalent experience in a relevant discipline (e.g. quantitative sciences, statistics, or in natural sciences, environmental policy, forestry etc. with a strong analytical focus)

Desirable:

- Post-graduate degree (PhD) in a relevant discipline (e.g. quantitative sciences, statistics, or in natural sciences, environmental policy, forestry etc. with a strong analytical focus, etc.)

Experience

Essential:

- Proficiency in the analysis, cleaning and manipulation of large, complex datasets in R.
- Experience of writing and managing code scripts in R (e.g., source / version control, collaborative coding, GitHub).
- Experience of synthesizing data and conveying key results in succinct and engaging reports
- Experience of producing data visuals to present complex data (e.g., graphs, maps, infographics).
- Strong interest in and basic knowledge of biodiversity conservation, deforestation-related issues and/or environmental policies.

Desirable:

- Experience of developing automation scripts for repeat data tasks in R (e.g., functions or shiny apps).
- Practical experience in analysing, cleaning and manipulating trade data (e.g., UN Comtrade, national customs data, etc.) and spatial data (e.g. working with raster data in R, particularly to perform deforestation or land cover analyses).
- Knowledge/experience of working on impacts of deforestation, sustainable supply chains and/or traceability (including experience in analysing relevant datasets).
- Practical experience of working in the biodiversity sector.
- Experience synthesizing literature and scientific information.

Skills

- Fluency in spoken and written English is essential to this role. Good verbal and written skills in another UN language is desirable;
- Strong numerical skills and ability to analyse complex quantitative and qualitative data;
- High level of attention to detail and motivation to ensure that data are interpreted correctly and that outputs delivered are of consistent high quality;
- Excellent assessment skills, including the ability to critically review scientific information/methodology and write concise, balanced and well-referenced syntheses;
- Strong communication and inter-personal skills for working as part of a collaborative team; and
- Flexibility, task prioritisation skills and excellent time management.

Type of Person Required

The successful candidate will be a conscientious and motivated individual committed to providing evidence-based technical and scientific support to policy makers. They will be passionate about contributing their technical skills to global efforts to halt deforestation and conserve biodiversity. They will be an excellent data analyst, a critical thinker and they will have a strong interest and ability in assessing and synthesising quantitative and qualitative information. They will be highly organised and keen to work collaboratively as part of a team. They will also be ready to take initiative and work autonomously with little supervision, to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality outputs. They will be driven to tackle new challenges and to contribute to UNEP-WCMC's work in ensuring that international trade in wildlife and deforestation-related commodities is both legal and sustainable.

Special Circumstances

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally and/or participate virtually in meetings and other fora to fulfil the requirements of this position.

Other Relevant Information

This is not a United Nations Post.

OUR OFFER

Job Title: Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer / Senior Programme Officer TBC

Job Reference: AD1440

Start date: November 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 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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