

**WCMC**



**AD1448 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 Programme Officer

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

This role will involve leading projects and developments across our impactful portfolio of work covering natural capital accounting, sustainable finance, sustainable value chains and corporate biodiversity metrics and assessments.

# 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 Nature Economy team has tripled in size over the last five years. We have an established and resilient group of professionals from a range of disciplines, used to delivering to an extremely high level. Each member of our team has exposure to the work across our five focal initiatives: Economy Transformations, Nature and Trade, Finance for Nature, The Proteus Partnership, and Targets and Metrics.

Our work includes some of the most exciting and impactful projects and initiatives in this field.

- We created ENCORE together with UNEP Finance Initiative and Global Canopy and through this work we've changed the way financial institutions think about dependency-related risk.
- We are delivering the TRADE Hub, a 5-year research project engaging 40 partners in 15 countries which is developing a roadmap to sustainable global trade.
- Our Proteus Partnership has been changing the way the private sector engages on biodiversity since 2003.
- We're working with the UK Government to explore how the landmark Dasgupta review can be implemented at national-level.
- We delivered UNEP's Nature Risk Profile methodology, an open-source and scientifically robust approach for integrating biodiversity into financial ratings.
- We are a core knowledge partner for the Taskforce on Nature-related Financial Disclosures, providing significant advice and input to their Framework development.



# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC's strategy is Nature Economy, where we enable and empower leaders across all sectors of the economy to act for nature.

We are looking for a highly competent and independent professional to support the implementation of projects across Nature Economy's portfolio of work in alignment with UNEP-WCMC's strategy, working in close collaboration with other impact and innovation areas across the Centre. A professional 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. This role will involve leading projects and developments in one or more of the following areas:

- Natural capital accounting
- Sustainable finance
- Sustainable value chains
- Corporate biodiversity metrics and assessments

### Key Areas of Responsibility

- Contribute to the delivery and development of projects empowering economic actors across sectors to act for nature and be responsible for ensuring that outputs are consistently aligned with UNEP-WCMC's high standards.
- Provide strong technical expertise and inputs into a range of projects within Nature Economy and beyond.
- Build and maintain successful working relationships with a variety of stakeholders, including governments, the business sector and the UN Environment Programme and its Agencies.
- Organise and facilitate hybrid workshops and other project-related meetings where required.
- Manage projects (or project components) to deliver on time and within budget, using efficient project administration and reporting procedures.
- Contribute to the delivery of scientific reports and policy-relevant analyses relating to the impact area outcomes.
- Supervise the inputs of UNEP-WCMC staff, interns, and consultants as necessary in support of project implementation and the delivery of activities and outputs.
- Line manage junior staff and interns, and manage other colleagues in the context of project delivery.
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

## Other Duties

- 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.
- Ensure project and other deliverables are of high quality, in line with the Centre's quality assurance process.
- Contribute to the operation and administration of the Nature Economy team as required.
- 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.

# Person Specification

## Qualifications/Education

### Essential:

- Undergraduate degree in a field related to economics, biodiversity, environmental sustainability, or international business.

### Desirable:

- Postgraduate degree in a field related to economics, biodiversity, natural capital, environmental sustainability, or international business.

## Experience

### Essential:

- Working in an international context on biodiversity-related topics
- Supporting governments, businesses or financial institutions to account for nature in decision-making
- Leading and conducting technical work related to core areas specified for this role
- Building and managing partnerships with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, the business sector, financial institutions, and academic institutions
- Managing projects to time and budget, working to important deadlines, and supporting ambitious team goals
- Delivering high-quality scientific outputs such as technical analysis and well-written policy or business-relevant reports
- Communicating project outputs and insights at in-person events or via virtual platforms

### Desirable:

- Organising and delivering capacity-building, workshops and events virtually and/or in person
- Developing proposals and fundraising in the international conservation sector
- Engaging with global policy processes related to biodiversity and climate change
- Managing and coaching staff

## Skills

- Strong project management skills, attention to detail, and the ability to manage and motivate staff to deliver high-quality outputs on time and within budget
- Strong in-person and remote meeting facilitation skills
- Excellent writing and proofreading skills to produce concise, compelling and clear information for a range of technical and non-technical audiences
- Strong critical, analytical, and innovative thinking skills, particularly related to the impacts and dependencies of economies, businesses and financial institutions on biodiversity and natural capital
- Excellent IT skills (MS Excel, Word, PowerPoint, familiarity with SharePoint would be helpful)
- Ability to work to tight deadlines, balance competing demands and seek support or delegate, as appropriate
- 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
- Fluency in written and spoken English is essential to this role. The ability to work in other languages (e.g., Portuguese, French, and Spanish) is desirable.

## **Type of Person Required**

The successful candidate will be a confident, engaging, and organized individual with an appetite for working within a world-class biodiversity institution. They will have successfully worked on a variety of biodiversity projects with international relevance and impact at a variety of scales. They will also understand the importance of working with businesses and financial institutions to find solutions to global biodiversity challenges.

They will be sensitive to the needs of partners and understand the importance of seeing projects to completion. The successful candidate will have the willingness to take on new challenges and acquire new knowledge. It is important that they are an excellent writer and that they value attention to detail.

They will also be a great verbal communicator, be able to project their knowledge and passion for their work in presentations and be skilled at steering and facilitating meetings towards the desired outputs and outcomes for the Centre.

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.

## **Other Relevant Information**

This is not a United Nations Post.

# OUR OFFER

**Job Title:** Programme Officer

**Team:** Nature Economy

**Reporting to:** Senior Programme Officer

**Job Reference:** AD1448

**Start date:** To be negotiated

**Salary:** GBP 30,000 to GBP 36,000 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. Please note that this role is not eligible for Visa sponsorship.

*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. 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 six 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

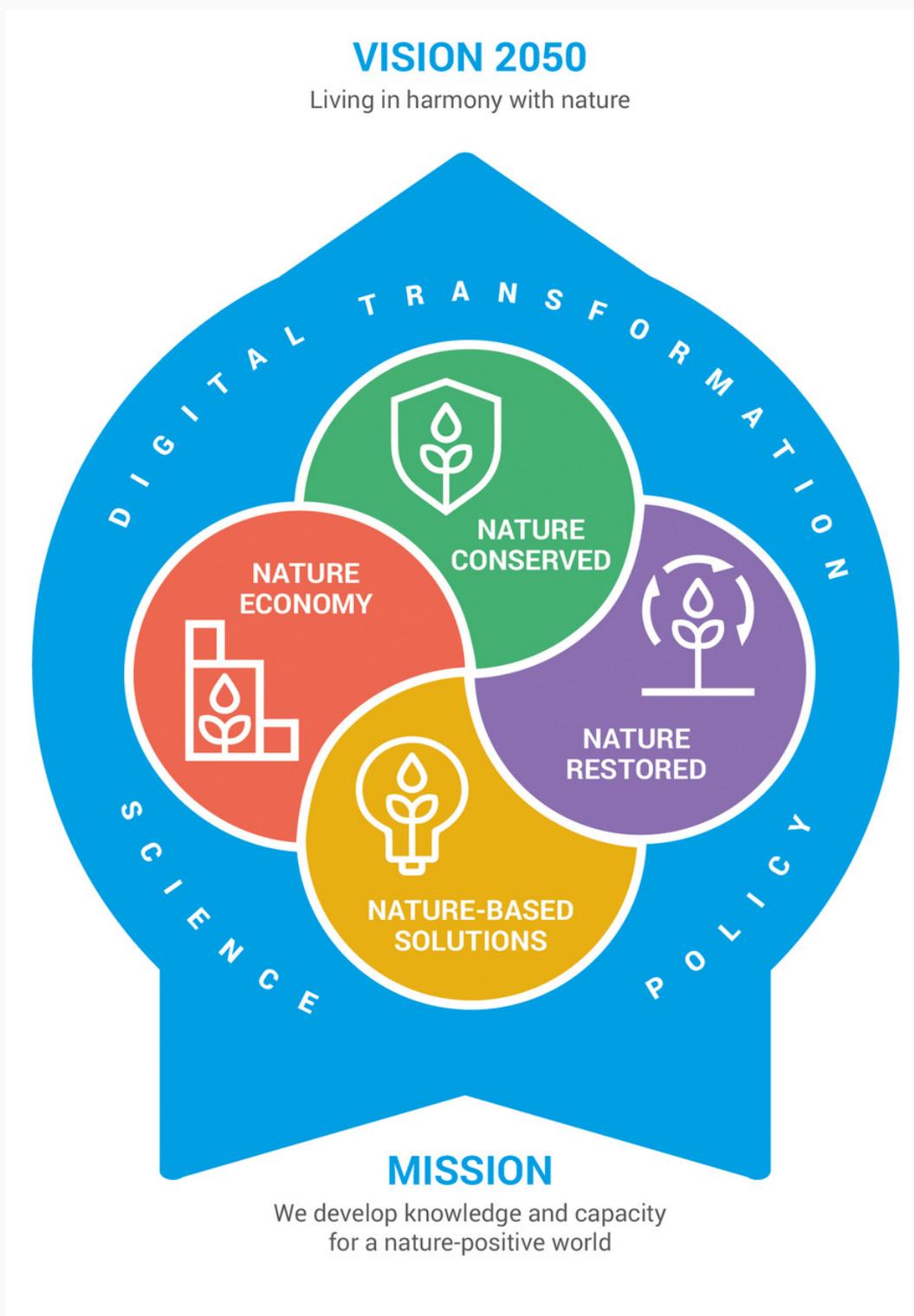
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 where this is compatible with visa sponsorship criteria. Due to recent changes in this criteria, we are only able to offer sponsorship for our higher grade roles.

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: 7th January 2024**

**Phones screening is expected to take place on the 25 and 26th of January 2024**

**Interviews are expected to take place on the 8th and 9th of February 2024**



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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[www.unep-wcmc.org](http://www.unep-wcmc.org)