



WCMC

**AD1451 Programme Officer
Application Pack**



ABOUT UNEP-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 Restored team at UNEP-WCMC

Thank you for your interest in the role of Programme Officer within the Nature Restored team at UNEP-WCMC

We are looking for a Programme Officer with substantial experience working on marine and coastal ecosystems, including science, data and policy. They will be an intelligent, highly competent and organized individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges.

The post holder will work in UNEP-WCMC's Nature Restored Team , which is supporting the global community to scale up restoration efforts across marine, freshwater and terrestrial ecosystems. We are achieving this by working on legal, policy and planning frameworks, by providing an accessible knowledge base, and by developing monitoring frameworks for adaptive management. This is a great opportunity to support implementation of the UN Decade on Ecosystem Restoration.

The main purpose of the role is to develop, lead and support delivery of a range of marine biodiversity and data projects focussed on scientific and policy analysis, assessments and online tools. It will involve networking with a variety of high-profile partners and building relationships to help achieve our strategic impact.

We will provide you with the challenge of working on high profile marine biodiversity and ecosystem restoration projects, where your work really makes a difference to the field of conservation in an area aligned to our strategic aims and broader global initiatives. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE TEAM

The Nature Restored team is a dynamic team building an impactful role in restoration science, policy and implementation for people and nature. We play a central role in the UN Decade on Ecosystem Restoration including in the launch, development of the monitoring framework and identification of flagship initiatives. Our portfolio of work recognises the underlying drivers of the current biodiversity crisis. One focus is sustainable agricultural landscapes, with work ongoing that aims to improve Cocoa production in West Africa. We also have a hub of marine expertise working on Ocean Recovery through improved data mobilisation, management and use in planning and governance.

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



ABOUT THE ROLE

Job Description

Main Purpose of the job

In this cross-cutting and adaptive role, you will contribute to advance and strengthen UNEP-WCMC's marine biodiversity and data portfolio in support of public and private sector decision-making around the world. The role will involve engaging with existing and new experts, partners and decision-makers globally, placing you at the heart of delivering impact in line with the UN Decades on Ecosystem Restoration and Ocean Science for Sustainable Development, as well as the Kunming-Montreal Global Biodiversity Framework.

The post holder will:

- Oversee the delivery of marine-related projects, leading one or more project that focuses on the provision of scientific/policy analyses, assessments and online tools.
- Provide technical expertise and knowledge of coastal ecosystems, and marine data, and apply this in the context of conservation, restoration and sustainable development priorities.
- Lead, motivate and mentor staff.
- Be adept at building and maintaining successful working relationships with a variety of stakeholders and will work closely with existing partners in national governments, UN Environment, and other partners.
- Seek to develop new, effective partnerships with decision-makers, donors, and the scientific community as well as continue to foster existing partnerships.

Key Areas of Responsibility

You will demonstrate adaptability and a love of new, fast-paced challenges in a project-led environment. You will benefit from demonstrated engagement and existing relationships with global marine biodiversity networks and strategic partners.

- Lead and contribute to the delivery of projects within areas of expertise, including those related to mobilising marine data and knowledge for use in public and private sector decision-making, as well as coastal ecosystem restoration.
- Track recent scientific developments and share specialist technical knowledge and advice on coastal ecosystem restoration and marine data, with particular attention to supporting policies.
- Oversee the delivery of scientific reports and policy-relevant analyses relating to impact area objectives, including through proofreading outputs and ensuring that outputs are consistently delivered to the high quality reflective of UNEP-WCMC's standards.
- Liaise with key project partners to maintain partnerships and build new partnerships to drive forward our work.
- Develop cross-cutting fundraising proposals for new projects that support Nature Restored and UNEP-WCMC objectives, ensuring that fundraising opportunities are secured effectively.
- Line management of junior staff and interns and management of other colleagues in the context of project management; and
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

ABOUT THE ROLE

Job Description

Other Duties

- Contribute to the operation and administration of the Nature Restored Impact Area and of UNEP-WCMC, including planning and strategy development.
- Extend your knowledge of scientific and policy issues relevant to the work of Nature Restored Impact Area and UNEP-WCMC.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.
- This post is likely to require some overseas travel to relevant for a to represent UNEP-WCMC and present our outputs to external stakeholders.

Person Specification

Qualifications/Education

Essential:

- Undergraduate degree or equivalent professional experience in a relevant subject area such as marine and coastal ecology or policy.

Desirable:

- Postgraduate degree in relevant field such as marine biodiversity or policy, or data management.

Experience

Essential:

- Technical knowledge of marine and coastal ecosystems including policy, data and existing networks;
- Management and delivery of complex projects on time and within budget.
- Proposal development and fundraising in the international conservation sector.
- Research, analysis and summary of marine biodiversity information in a structured and rigorous way.
- Quality assurance processes, proof-reading and editing documents to a high standard, and providing constructive feedback.
- Working at the science/policy interface in the field of international biodiversity conservation.
- Working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, and NGOs.

Desirable:

- Knowledge and/or experience of regional or international policy processes, in relation to global marine biodiversity data.
- Managing and coaching staff.
- Good understanding of coastal ecosystem restoration.
- Good verbal and written skills in another UN language.
- Working with UN entities.

Skills

- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget;
- Attention to detail to ensure that high quality outputs are consistently delivered and that staff are provided with constructive feedback to ensure continual improvement;
- Excellent inter-personal skills (including managing productive client relationships) and the ability to work in a team environment as well as autonomously, including line management and mentoring others;
- Strong communications skills (written and spoken) and willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences;
- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented reports targeted at government officials/decision makers;
- Strong critical, analytical and innovative thinking skills;
- Excellent IT skills (MS Excel, Word, PowerPoint, citation and database software)
- Fluency in written and spoken English is essential to this role.

Type of Person Required

The successful candidate will be an intelligent, highly competent and organized individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges.

They will have excellent skills in project management and a willingness to take on new challenges. They will be an excellent writer, synthesizing scientific literature for policy-makers with an eye for detail, as well as a good communicator.

They will also have excellent skills in developing compelling fundraising proposals and editing and critically reviewing scientific and policy reports to a high standard. They will be confident in putting forward new project ideas and able to work under pressure and on multiple projects as part of a team.

We anticipate an individual with the ability to draw on their existing experience to be able to make an immediate and significant contribution to the current and future work of UNEP-WCMC.

Special Circumstances

This is a one-year full-time maternity cover position.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners, including government officials. They may be required to travel, including internationally.

This is not a United Nations Post. This is a UK based role and the role holder will be expected to reside in the UK within commuting distance of Cambridge.

OUR OFFER

Job Title: Programme Officer

Team: Nature Restored

Reports to: Senior Programme Officer

Job Reference: AD1451

Start date: April / May 2024

Salary: GBP 31,000 to GBP 39,000 per annum, depending on skills and experience

Contract: One year Fixed-Team Contract

Location: The post holder will 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.
- 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.

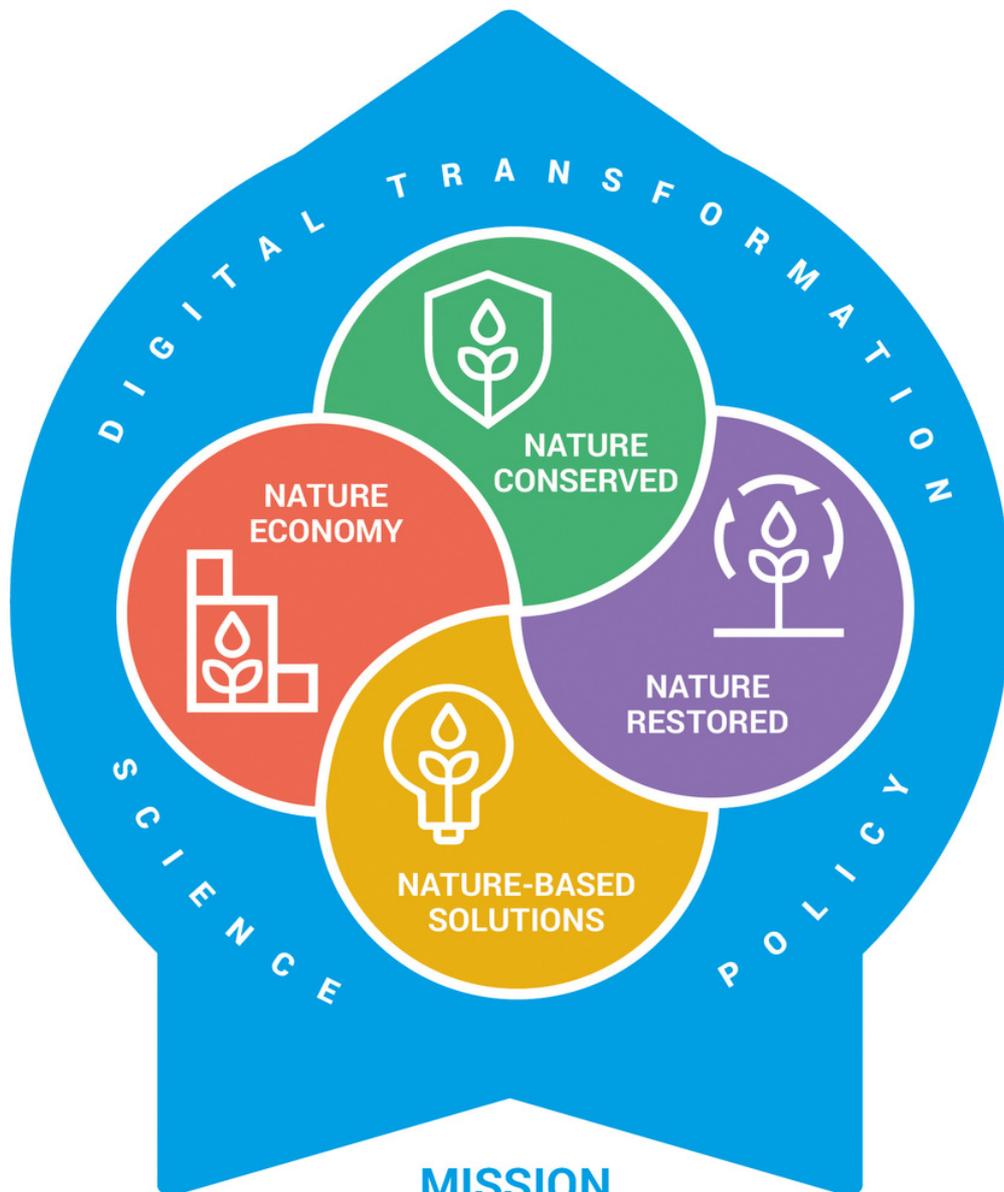
- We encourage everyone to use 5 days for their own personal development each year;
- Standard training courses which include: management development; coaching culture; resilience; negotiation; pitching and closing a deal, for example.
- We also design our training and performance development reviews 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.

VISION 2050

Living in harmony with nature



MISSION

We develop knowledge and capacity for a nature-positive world



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 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 position where you can help shape this exciting field, 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: 4th February 2024



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



@unepwcmc



@unepwcmc



UNEP-WCMC

www.unep-wcmc.org