

# WCMC

**AD1453 Associate Programme (Protected Planet and ICCA Registry)**

**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 Assistant Programme Officer (Protected Planet and ICCA Registry) within the Nature Conserved team at UNEP-WCMC

We are looking for a highly-motivated Associate Programme Officer to support successful delivery of a range of projects relating to the Protected Planet Initiative and the ICCA Registry. Key areas of responsibility include supporting the development and growth of global databases on protected and conserved areas, including the World Database on Protected Areas and the ICCA Registry, amongst others. This role will have a particular focus on supporting our work on territories and areas conserved by Indigenous peoples and local communities (e.g., through supporting the upkeep of the ICCA Registry) and on measuring and monitoring the effectiveness of protected and conserved areas. The role will also contribute to the production of policy-relevant outputs, data gathering and analyses, and will support our external communications efforts to inform a range of audiences about our work.

You will have a strong interest in working on protected and conserved areas, as well as an understanding of issues relating to territories and areas conserved by indigenous peoples and local communities. You will also have an understanding of and an interest in common methods for assessing the effectiveness of protected and conserved areas. You will be a team player who can contribute to delivery of high quality analyses, reports, website content and other outputs, ensuring outputs are consistently delivered to a high quality reflective of UNEP-WCMC's standards. You will have an ability to build strong and successful relationships with diverse groups of stakeholders. You will hold a degree in a field related to biological sciences, geography, data sciences or similar, and will possess strong technical skills, preferably including GIS. You will also have excellent organisational, communications and planning skills. We will provide you with the challenge of working on high profile conservation projects where your work really makes a difference to the field of conservation.

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 act 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 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 play a vital role in high profile collaborations that are at the leading edge of efforts to conserve the natural world. This includes: delivering the Protected Planet Initiative, a global platform for knowledge and data on the status and trends of protected and conserved areas; our work in support of global, regional and national efforts to regulate the international trade in wildlife; our support to international efforts to promote ecological connectivity and conserve migratory species; 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

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global centre of excellence on biodiversity and nature's contribution to society. The role will be part of the Nature Conserved Impact area and support UNEP-WCMC's Protected Planet initiative.

We are recruiting for a post focused on supporting the Protected Planet Initiative, particularly through support to our work on territories and areas conserved by Indigenous peoples and local communities (e.g., through supporting the upkeep of the ICCA Registry) and on measuring and monitoring the effectiveness of protected and conserved areas.

### Key Areas of Responsibility

The post will contribute to the following key areas of responsibility:

- Support the maintenance and development of key databases, notably the World Database on Protected Areas (WDPA) and associated Protected Planet databases. This will involve incorporating spatial and tabular data from data providers on an on-going basis.
- Contribute to the development of UNEP-WCMC's work on monitoring the effectiveness of protected and conserved areas, including through the development of indicators, and to the maintenance and development of related databases.
- Support the maintenance and development of the ICCA Registry, a database that collates information on territories and areas conserved by Indigenous peoples and local communities.
- Contribute to data gathering and analysis, and to the drafting of high quality scientific, technical and policy-relevant outputs for the Protected Planet initiative.
- Provide technical and administrative support for the successful delivery of a variety of projects in Nature Conserved, particularly relating to the Protected Planet and Connectivity focal initiatives.
- Build and maintain successful working relationships with a variety of stakeholders, including among national governments, Indigenous peoples, local communities, the scientific community, non-governmental organisations and other external relationships, as necessary.
- Coordinate and provide advice and support to internal and external users on the submission, application and analysis of Protected Planet datasets.
- Contribute to internal and external communications efforts (e.g. social media and drafting web content) to inform various audiences about the Protected Planet Initiative and the ICCA Registry.

## Other Duties

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term staff and interns;
- Associate Programme Officers may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC;
- Contributions to project development, as appropriate;
- Extend your own knowledge of scientific and policy issues relevant to the work of the Centre; 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:

- An undergraduate degree in a field related to biological sciences, geography, environmental management, data sciences or similar.

### Desirable:

- Post-graduate degree / diploma/ certificate in a relevant field.

## Experience

### Essential:

- Demonstrated work experience in the environment or biodiversity sector, and strong interest in working on protected and conserved areas.
- Understanding of issues relating to territories and areas conserved by indigenous peoples and local communities.
- Understanding of common methods for assessing the effectiveness of protected and conserved areas.
- Managing and using large-scale datasets, associated protocols, standards and workflows.
- Producing high-quality outputs such as reports, infographics, website content, communication materials, and presentations.

### Desirable:

- Demonstrated experience of working on protected and conserved areas in the international context;
- Use of the Protected Planet datasets, and associated protocols and workflows.
- Data analysis and use of spatial tools including GIS.
- Experience in the development of indicators to measure progress against targets.
- Project management experience.
- Building and managing relationships with diverse groups of stakeholders.
- Written and spoken French, Spanish, Russian, Chinese or Arabic

## Skills

- Strong database management and curation skills.
- Strong attention to detail, ideally demonstrated through geospatial or relational database management and implementation of data standards.
- Excellent organization, work planning and time management.
- Excellent written and verbal communication, including editing and proof-reading skills.
- Excellent interpersonal skills.
- Good use of initiative with a solution-based approach.
- Fluent English speaker essential, and fluency in another UN language (i.e. French, Spanish, Arabic, Russian, Chinese) is an advantage.
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.).

## **Type of Person Required**

The successful candidate will be enthusiastic and conscientious. They will have a strong interest in protected and conserved areas as means to improve outcomes for biodiversity, and in the relationship between Indigenous peoples and local communities and biodiversity. They will be ready to take initiative, work autonomously with little supervision and to take responsibility for ensuring the high quality of data updates that are made to the Protected Planet Initiative databases and delivering high quality drafts for project outputs. They will have a passion for biodiversity and will be driven to contribute their knowledge, skills and expertise to the Nature Conserved impact area and the broader work of UNEP-WCMC.

## **Other Relevant Information**

This is not a United Nations Post.

The role holder will be expected to reside in the UK, within commuting distance to Cambridge.

# OUR OFFER

**Job Title:** Associate Programme Officer

**Team:** Nature Conserved

**Reporting to:** Programme Officer

**Job Reference:** AD1453

**Start date:** To be confirmed

**Salary:** GBP 25,000 to GBP 31,000 per annum, depending on skills and experience

**Contract:** Permanent, Full-time

**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. 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

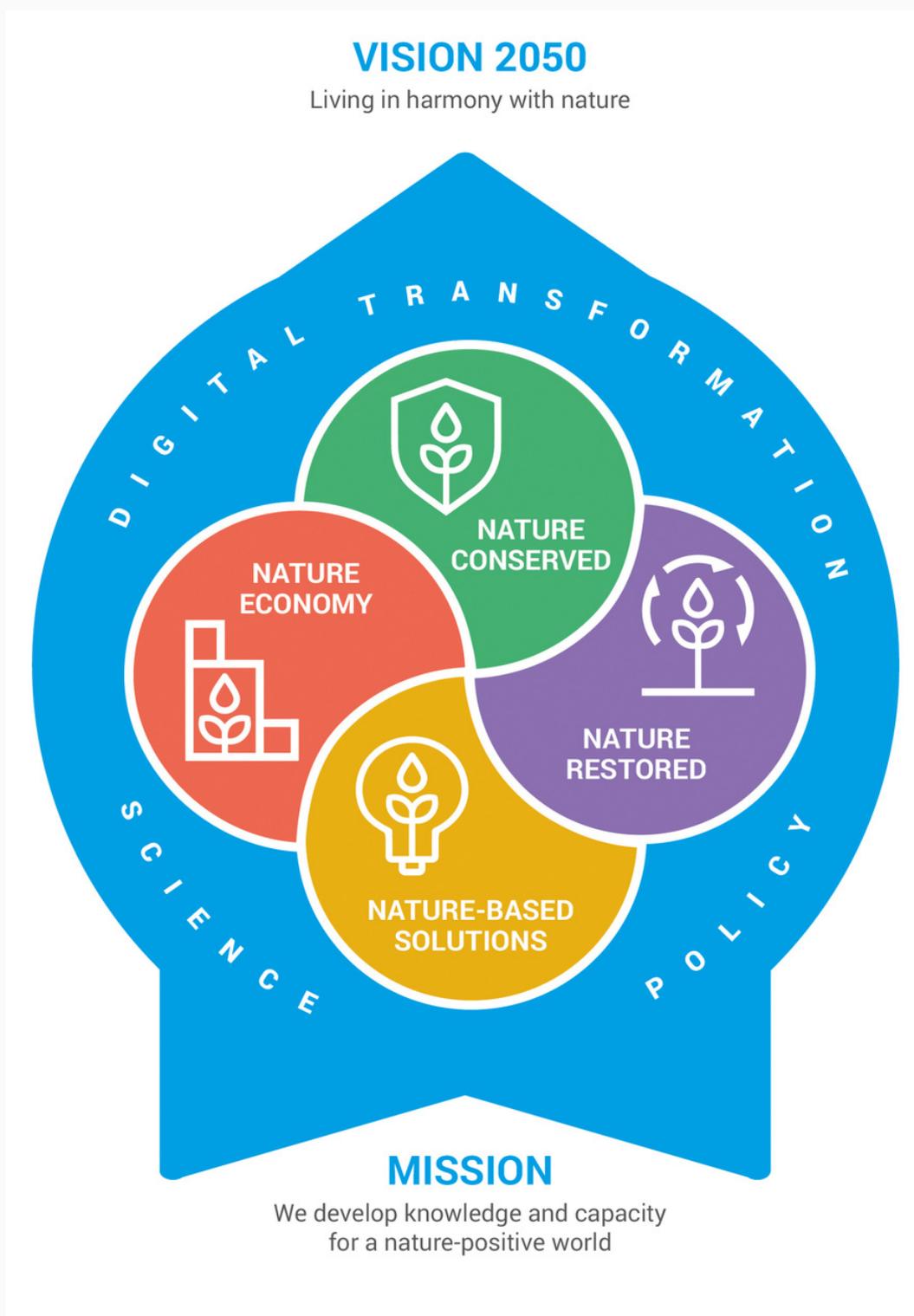
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 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: 21st January 2024**



# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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UNEP-WCMC

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