



WCMC

AD1454 Associate Programme Officer - Policy

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 Associate Programme Officer with the Policy Team

We are searching for an extraordinary individual who combines analytical prowess with a proactive, results-driven mindset. This role is tailored for someone with a deep commitment to shaping a sustainable future, seamlessly merging expertise in policy and governance with exceptional writing and communication skills.

The ideal candidate will be meticulous and thorough, instrumental in advancing our mission to provide impactful and credible policy guidance. At the heart of the Policy Innovation Area at UNEP-WCMC, our team of over 25 experts specializes in international policy, nature indicators, ecosystem assessments, and the nexus of nature, gender, and rights. Here, you'll be pivotal in shaping multi-disciplinary projects in the science-policy interface that resonate with our vision of a world living in harmony with nature.

Your role will be to spearhead evidence-based policy initiatives, conduct meaningful policy analysis, and contribute to influential, culturally diverse events. This is an invitation to join a trailblazing team, making strides towards environmental stewardship and global sustainability. Your work will not just influence policies; it will inspire change and forge a better world.

In this role, you will be tasked with the analysis and synthesis of information from varied sources, including primary and grey literature and data, to create well-crafted, succinct reports aimed at policymakers. These reports will primarily focus on conservation policy and other relevant domains affecting biodiversity, such as economic, social, and environmental policies. You will also play a key role in organizing workshops and project events, contributing to the drafting and compilation of various publications and analyses for policymakers. Additionally, you will respond to technical information requests and actively participate in a cohesive team, implementing the Centre's strategy and mission to support decision-makers with authoritative biodiversity data and information.

Thank you for your interest in the role of Associate Programme Officer with the Policy Team

Essential qualifications include a degree in a field relevant to policy innovation in biodiversity and nature's contributions to society and the economy. This could encompass areas like political science, international relations, geography, sociology, anthropology, environmental policy, environmental management, environmental governance, sustainable development, law, economics, or interdisciplinary environmental social sciences. Alternatively, a degree in another subject with a postgraduate degree in a relevant field is also acceptable.

You should possess the ability to critically and constructively analyse policy documents and datasets. Exceptional communication skills are vital, both for written and oral expression. You should be adept at setting clear work standards and identifying and addressing issues, maintaining focus and productivity in a dynamic, team-oriented environment, and working effectively within diverse cultural contexts. Fluency in English, both written and spoken, is a must.

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 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.

If you are looking for a rewarding and challenging post where you can impress us with your expertise, we want to hear from you. Please complete our application form and send it together with your CV and a short covering letter through the link on our [website](#) by 21st January 2024. Applicants must be able to evidence the right to work in the UK

ABOUT THE TEAM

We support policy-makers to take action for people and planet. We are internationally recognised for our experience and expertise in supporting governments in the development and implementation of biodiversity policies at national, regional and global scales.

Our team helps governments, both collectively and individually, to design and use tools, such as biodiversity indicators and national ecosystem assessments, to meet national and internationally established biodiversity-related goals and targets. We enable and enhance decision-making at all scales by improving the knowledge base for understanding and addressing biodiversity loss in a way that respects human rights and guarantees equality and non-discrimination.

We work to support the integration of nature across the UN system through the UN Common Approach to biodiversity, and the delivery of various biodiversity-related multilateral environmental agreements, including the forthcoming post-2020 global biodiversity framework being negotiated under the Convention on Biological Diversity.



ABOUT THE ROLE

Job Description

Main Purpose of the job

The Associate Programme Officer in the Policy Innovation Area will contribute to our vision of a world living harmoniously with nature. This role involves championing evidence-informed policies and collaborating with dedicated teams to achieve the following key objectives:

- Applied research for policy analysis and influence: Deliver policy-relevant analysis and outputs aimed at informing and influencing decision-making processes at international, regional, and national levels.
- Materials Review and Drafting: Engage in the review and drafting of materials pertinent to the UN Biodiversity and Climate Change Conventions, Human Rights frameworks, and various national and regional research and innovation projects.
- Support and Review Tasks: Assist senior staff in updating and reviewing databases, specialized policy and conservation science literature. Responsibilities also include drafting, reviewing, and editing documents.
- Event Coordination: Facilitate the organization of workshops and project events in multicultural contexts.

We are seeking a competent individual who demonstrates a strong commitment to supporting the transition to a sustainable future for people and the planet. The ideal candidate should exhibit exceptional writing and communication skills, coupled with competency in policy and governance.

Key Areas of Responsibility

- 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 focus on conservation policy and other policies affecting biodiversity, including economic, social and environmental policies.
- Support the organisation of workshops or project events
- Contributing to the drafting and compilation of other publications and analyses for policy-makers;
- Responding to requests for technical information on behalf of the impact or innovation area; 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

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual 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 own knowledge of scientific and policy issues relevant to the work 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:

- Degree in field relevant to policy innovation in biodiversity and nature's contribution to society and the economy (such as political science, international relations, geography, sociology, anthropology, environmental policy, environmental management, environmental governance, sustainable development, law, economics, interdisciplinary environmental social sciences).
- **Or** degree in any other subject with postgraduate degree in relevant field.

Desirable:

- Postgraduate degree in relevant field (such as governance, development studies, public policy, politics, international studies, international relations, political economy, interdisciplinary environmental social sciences, conservation policy, or social sciences with a focus on environmental issues).

Experience

Essential:

- Demonstrable understanding of the intersection between environmental policy, international development, human rights, sustainability, and inclusion.
- Ability to analyse policy documents and datasets, critically and constructively.
- Excellent communication skills, capable of effectively conveying ideas and analysis in both written and oral forms.
- Skill in setting clear expectations and work standards, identifying and addressing issues.
- Ability to maintain focus and productivity in a collaborative and fast-paced work environment.
- Openness and adaptability to work respectfully and effectively within diverse cultural contexts.
- Fluent English language skills, encompassing both written and verbal communication.

Desirable:

- Ability to draft or create narratives and thinking of multimedia (i.e.: written, visual and audio-visual materials) for explaining complex information.
- Experience in coordinating small-scale projects/activities or providing support to project managers.
- Comfortable with presenting information to internal teams and external project partners.
- Familiarity with the entire project lifecycle, from initiation to completion.
- Proficiency in additional languages beyond English.

Skills

- Excellent written English, including the ability to write concise syntheses;
- Attention to detail and motivation to ensure that high quality outputs are consistently delivered;
- Ability to collect and analyse data and information on policy and biodiversity;
- Ability to analyse qualitative as well as quantitative data;
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.);
- Strong communication and inter-personal skills for working as part of collaborative teams;
- Excellent time management and task prioritization skills; and
- Good use of initiative with a solution-based approach.

Type of Person Required

The ideal candidate for this Associate Programme Officer role with the Policy Innovation Area at UNEP-WCMC is someone who embodies the qualities of an analytical thinker, achiever, and a person of intellection and responsibility. Their analytical skills should enable them to methodically dissect complex policies, assessing their implications with a critical eye. This person should be naturally inclined towards in-depth analysis and thoughtful consideration of various policy aspects. The candidate should be able to engage with environmental, economic and social subject matter through an interdisciplinary lens.

The candidate would be driven to accomplish goals and consistently deliver high-quality work. They should exhibit a strong work ethic and a proactive approach to their responsibilities, thriving on progress and achievement. The role also demands responsibility, with the individual being reliable, trustworthy, and committed to ethical standards in their work.

In essence, this person should be someone who combines analytical acuity with the drive to achieve, underpinned by thoughtful reflection and a strong sense of duty. Their approach to work is characterized by a detail-oriented and conscientious mindset, supporting the organization's efforts to provide expert policy guidance that is robust, reliable and impactful.

Other Relevant Information

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

This is not a United Nations Post

OUR OFFER

Job Title: Associate Programme Officer

Team: Policy 'Impact Area'

Reporting to: Programme Officer

Job Reference: AD1454

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 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

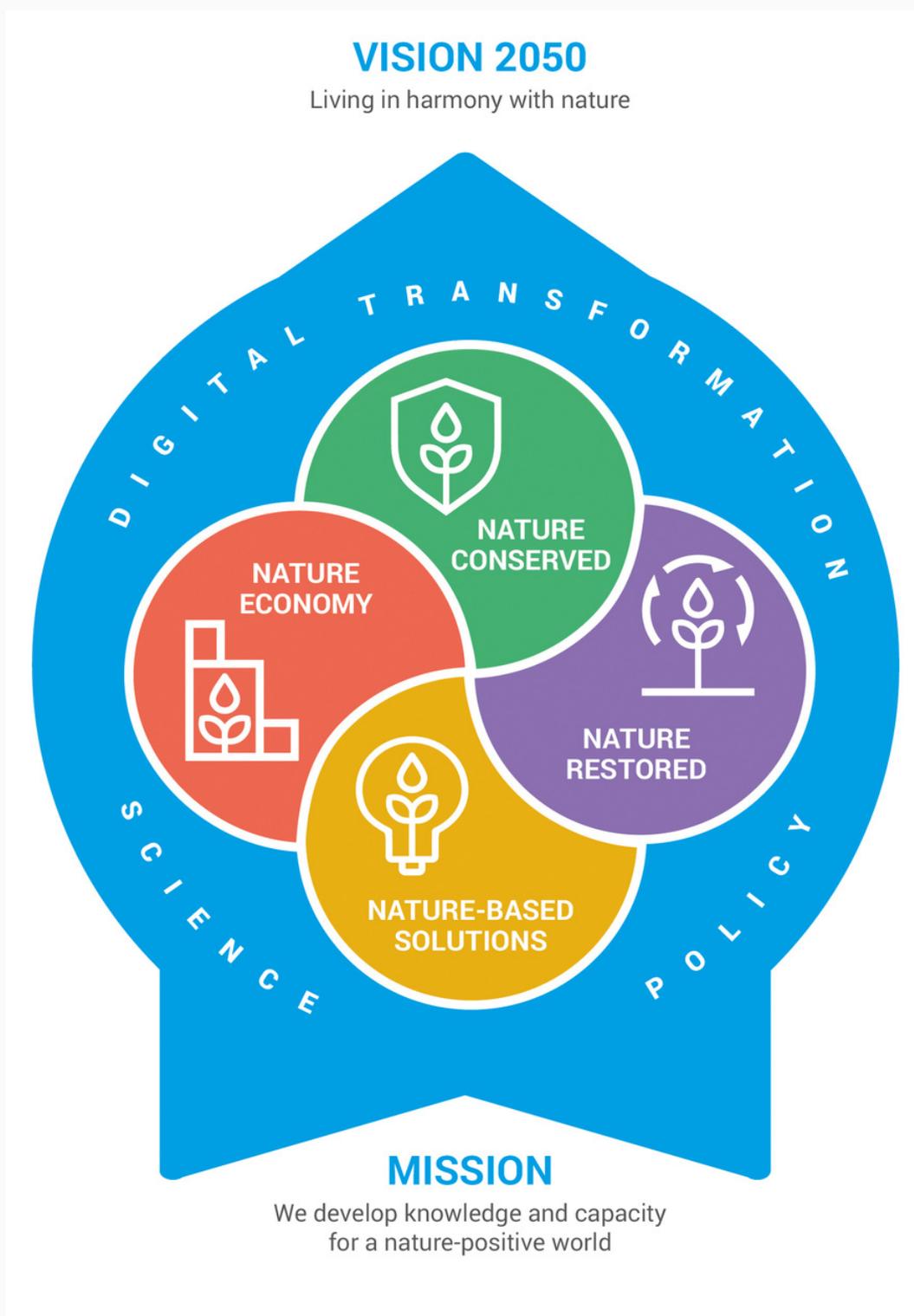
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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.





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 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

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UNEP-WCMC

www.unep-wcmc.org