

WCMC

AD1458 Associate Programme Officer (Forest)
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 within the Nature Conserved team at UNEP-WCMC

We are seeking a highly motivated Associate Programme Officer with strong numerical skills and a commitment to conserving nature by 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 commodities such as beef, soy, coffee, etc. does not contribute to deforestation.

Applicants should have experience in the manipulation, analysis, and visualisation of large, complex datasets in R, as well as in 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 succinct and engaging outputs. A strong interest in biodiversity conservation and policies to combat deforestation is also important. Practical experience in analysing, cleaning and manipulating trade data (e.g., UN Comtrade data or EU Comext data) would be highly valued, as would knowledge/experience of drivers of deforestation and/or sustainable supply chains.

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 essential 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 ~40 biodiversity experts play a vital role in high profile collaborations that conserve and protect the natural 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 Kunming-Montreal Global Biodiversity Framework under the 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

We are looking for a highly motivated Associate Programme Officer with excellent numerical 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 both legal and sustainable. UNEP-WCMC's portfolio of projects includes the provision of support on monitoring of the implementation of the EU Regulation on deforestation-free products (EUDR), EU Timber Regulation (EUTR), the Forest Law Enforcement, Governance and Trade (FLEGT) Regulation, the EU Wildlife Trade Regulations and CITES.

The main focus of this post will be to work with a dedicated team to conduct analyses of numeric data and to contribute to the writing of scientific reports for policy-makers, primarily in relation to the international trade in deforestation-related commodities and wildlife.

Key Areas of Responsibility

The key areas of responsibility are to work with a dedicated team to:

- Conduct quantitative analyses of large datasets, including using data on trade/supply chains, deforestation and species conservation status to convey key messages and provide clear, tailored results for reports and other outputs (including through the use of infographics);
- Contribute to the drafting and compilation of scientific reports and policy-relevant analyses in relation to regional and global efforts to promote deforestation-free supply chains, legality and sustainability of wildlife trade and to regulate timber trade, ensuring that outputs are succinct and consistently delivered to the high quality reflective of UNEP-WCMC's standard;
- Support the management of large datasets and maintenance of data management protocols, including cleaning and manipulation of trade/customs/licencing data, as well as contributing to the accurate entry of data into global datasets maintained by UNEP-WCMC (e.g. the CITES Trade Database);
- Respond to requests for technical information on behalf of the team; and
- Provide support to decision-makers through the provision of authoritative biodiversity data and information.

Other Duties

The postholder will be expected to extend their own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC on an on-going basis. Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and Interns. On an occasional basis, 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:

- An undergraduate degree in quantitative sciences, statistics, or similar

Desirable:

- Post-graduate degree in a relevant discipline (e.g. quantitative sciences, environmental policy, forestry, etc.)

Experience

Essential:

- Experience of synthesizing scientific information and conveying key results in succinct and engaging reports;
- Experience in the cleaning, manipulation and analysis of large datasets in R;
- Experience of writing and managing code scripts in R (e.g., source/version control, collaborative coding, GitHub);
- Interest in biodiversity conservation and/or nature-related policies.

Desirable:

- Knowledge/experience of the impacts of deforestation on the environment, and/or on sustainable supply chains or traceability;
- Practical experience in analysing, cleaning and manipulating trade data (e.g., UN Comtrade, EU Comext data, CITES trade data, national customs data, etc.);
- Experience of using data visualisation tools to present data;
- Experience of developing automation scripts for repeat data tasks in R (e.g., functions or shiny apps).

Skills

- 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 writing skills, including the ability to critically review scientific information/literature and write concise, balanced and well-referenced syntheses;
- Strong communication and inter-personal skills for working as part of a collaborative team;
- Flexibility, task prioritisation skills and excellent time management; and
- Fluency in spoken and written English is essential to this role. In addition, fluency in French or Spanish is desirable.

Type of Person Required

The successful candidate will be a conscientious and motivated individual committed to supporting efforts to provide evidence-based technical and scientific support to policy makers. They will have a strong interest and ability in synthesising quantitative and qualitative information and communicating this information clearly in written outputs. They will be ready to take initiative and work autonomously, while also being keen to work collaboratively as part of a team. They will be able to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality written and analytical outputs. They will be driven to contribute to UNEP-WCMC's work in supporting global efforts to halt deforestation and conserve biodiversity.

Special Circumstances

The successful applicant must be within commuting distance of the UNEP-WCMC offices in Cambridge, UK. This is not a United Nations Post.

OUR OFFER

Job Title: Associate Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer

Job Reference: AD1458

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: 14th January 2024



WCMC

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