

A photograph of a dense forest of tall, slender evergreen trees, likely spruce or fir, shrouded in a thick mist or fog. The trees are dark green and stand against a pale, hazy background. The overall atmosphere is serene and quiet.

WCMC

AD1459 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 Protected Planet Programme Officer

We are seeking a highly motivated, analytical and innovative technical Programme Officer with a passion for the role that data play in supporting global conservation decision-making. We can provide you with a rewarding and pivotal opportunity to support UNEP-WCMC's flagship Protected Planet Initiative. Key areas of responsibility will include supporting the maintenance, upgrading and growth of the Protected Planet databases, including the World Database on Protected Areas and the World Database on Other Effective area-based Conservation Measures, as well as production of high-quality data analyses and scientific outputs.

We are looking for someone with strong data analysis and data management experience and expertise. Innovative thinking and attention to detail is essential. You will hold a degree in a field related to biological sciences, geography, environmental management, data sciences or similar, and will possess strong technical skills, including GIS and coding.

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

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

Job Description

Main Purpose of the Job

We are looking for a highly motivated Programme Officer passionate about contributing their technical skills to global efforts to halt deforestation and conserve biodiversity. Applicants should be proficient and willing to increase their knowledge in the manipulation, analysis, and visualisation of large, complex datasets in R. The ideal applicant will have excellent numerical and analytical 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 sustainable. The role will contribute to UNEP-WCMC's portfolio of projects supporting the implementation of trade-related regulations and Conventions.

A key component of the role will be contributing to reports for policy decision-makers by synthesising and analysing data and conveying results in accurate, succinct, and engaging outputs to make a tangible difference in global conservation efforts. A strong interest in global trade and/or deforestation-related issues and relevant international policy frameworks is also important.

Key Areas of Responsibility

Working collaboratively as part of a dedicated team, the Programme Officer will:

- Conduct quantitative analyses of large datasets in R, including data on trade/supply chains, deforestation and other relevant data to convey key messages and provide clear, tailored results for reports and other outputs (including through the use of infographics);
- Provide quality assurance and oversight of data outputs produced by others in the team;
- Identify data weaknesses or gaps and proactively seek to identify and assess data sources that may potentially address these weaknesses or gaps;
- Contribute to the drafting and compilation of scientific reports and policy-relevant analyses linked to regional and global efforts to promote deforestation-free supply chains, ensuring that outputs are succinct and consistently delivered to the high quality reflective of UNEP-WCMC's standard;
- Manage large datasets, including data cleaning and manipulation, as well as contributing to the accurate entry of data into global datasets maintained by UNEP-WCMC;
- Contribute to, and work 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.
- Represent UNEP-WCMC at relevant meetings in support of our project delivery.

ABOUT THE ROLE

Job Description

Other Duties

The postholder will be expected to extend their own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC. Programme Officers may be responsible for the support and guidance of staff and Interns. Occasionally, 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:

- Post-graduate degree (MSc) or demonstrable equivalent experience in a relevant discipline (e.g. quantitative sciences, statistics, or in natural sciences, environmental policy, forestry etc. with a strong analytical focus)

Desirable:

- Post-graduate degree (PhD) in a relevant discipline (e.g. quantitative sciences, statistics, or in natural sciences, environmental policy, forestry etc. with a strong analytical focus, etc.)

Experience

Essential:

- Proficiency in the analysis, cleaning and manipulation of large, complex datasets in R;
- Experience of writing and managing code scripts in R (e.g., source / version control, collaborative coding, GitHub);
- Experience of synthesizing data and conveying key results in succinct and engaging reports;
- Experience of producing data visuals to present complex data (e.g., graphs, maps, infographics);
- Knowledge of biodiversity conservation and/or nature-related policies.

Desirable:

- Practical experience of working at the science/policy interface in the environment sector (e.g. on deforestation-related / sustainability issues)
- Proficiency in developing automation scripts for repeat data tasks in R (e.g., functions or shiny apps).
- Practical experience in analysing, cleaning and manipulating trade data (e.g., UN Comtrade, EU Comext data, national customs data, etc.) and spatial data (e.g. working with raster data in R, particularly to perform deforestation or land cover analyses);
- Experience synthesizing literature and scientific information for policy-relevant outputs.

Skills

- Fluency in spoken and written English is essential to this role. Good verbal and written skills in another UN language is desirable;
- 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;
- Ability to understand and scrutinise complex interactions of nature-related policies and associated datasets and to ensure our methodologies remain relevant;
- Independent thinking and ability to provide quality control for outputs produced by others;
- Excellent assessment skills, including the ability to critically review scientific information/methodology and write concise, balanced and well-referenced syntheses;
- Ability to tailor complex technical information to a policy audience and communicate key patterns and findings that require policy consideration;
- Strong communication and inter-personal skills for working as part of a collaborative team; and
- Flexibility, task prioritisation skills and excellent time management.

Type of Person Required

The successful candidate will be a conscientious and motivated individual committed to providing evidence-based technical and scientific support to policy makers. They will be passionate about contributing their technical skills to global efforts to halt deforestation and conserve biodiversity. They will be an excellent data analyst, and they will have the ability to critically assess and synthesise quantitative and qualitative information. They will have strong communication skills and the ability to convey complex ideas clearly to policy makers. They will be highly organised, ready to take the initiative and keen to work collaboratively as part of a team. They will also be able to work autonomously with little supervision, to prioritise various tasks to meet deadlines and to take responsibility for delivering high quality outputs. They will be able to provide quality assurance of technical outputs, while also providing feedback to colleagues in constructive ways. They will be driven to tackle new challenges and to contribute to UNEP-WCMC's work in ensuring that international trade in wildlife and deforestation-related commodities is both legal and sustainable.

Special Circumstances

The successful applicant must be within commuting distance of the UNEP-WCMC offices in Cambridge, UK, and may be required to travel internationally and/or participate virtually in meetings and other fora to fulfil the requirements of this position.

Other Relevant Information

This is not a United Nations Post.

OUR OFFER

Job Title: Protected Planet Programme Officer

Team: Nature Conserved

Reporting to: Programme Officer

Job Reference: AD1459

Start date: To be confirmed

Salary: GBP 31,000 to GBP 34,000 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.
- 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

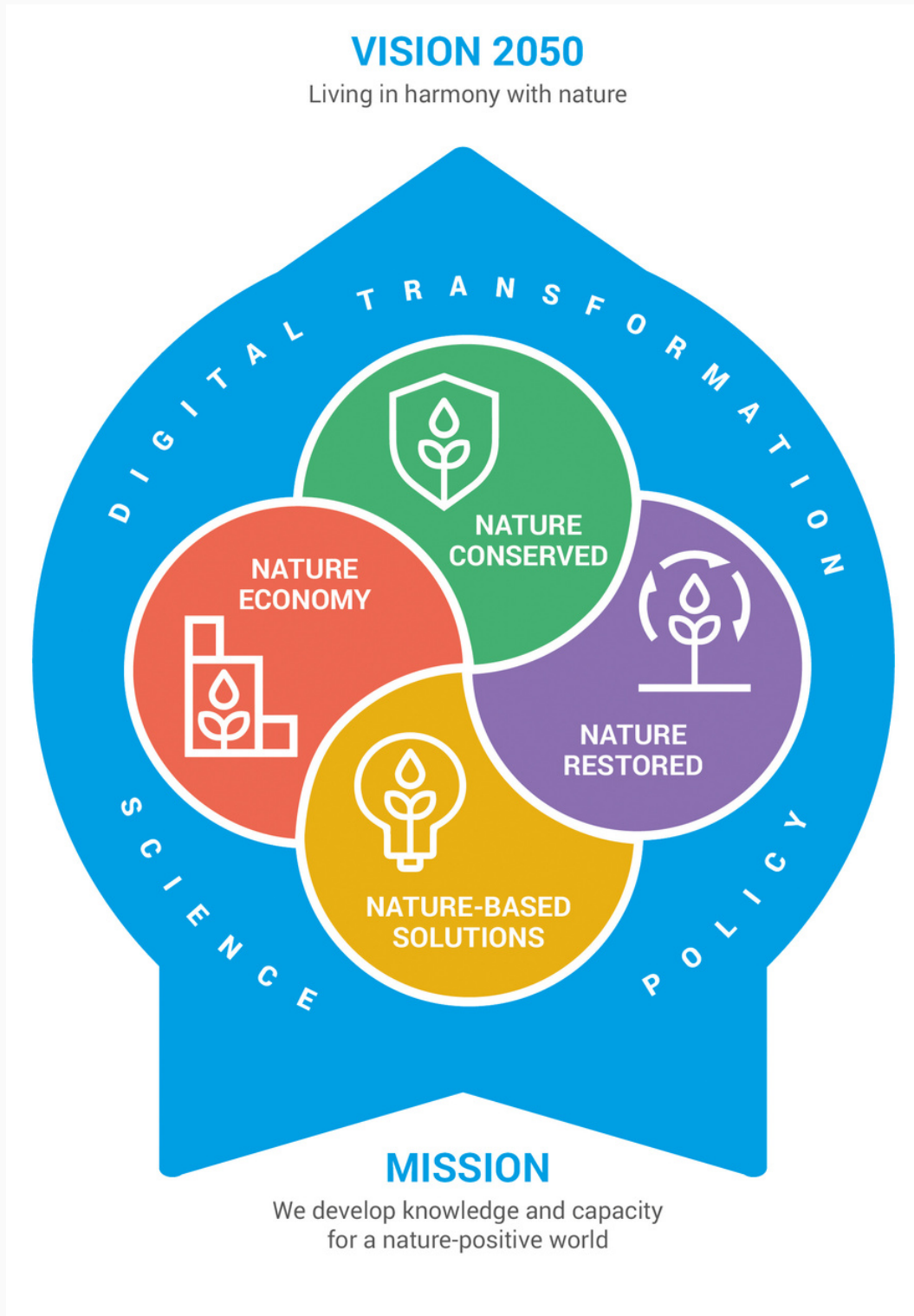
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: 14th January 2023



WCMC

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www.unep-wcmc.org