



**WCMC**

**AD1472 Associate Programme Officer - Nature  
Restored  
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

We are seeking a highly motivated Associate Programme Officer with experience in ecosystem restoration to join the Nature Restored Impact Area. The successful applicant will support the delivery of our portfolio of national, regional and global scale projects during the UN Decade on Ecosystem Restoration. This will include the provision of an accessible knowledge base for multi-sectoral decision making, development of monitoring frameworks and supporting through legal, policy and planning frameworks.

We are looking for a highly competent individual with a commitment to biodiversity restoration that brings excellence in both technical writing and data management skills. Applicants should have knowledge and a strong interest of the existing evidence base related to terrestrial, marine and/or freshwater ecosystem restoration as well as key initiatives and policies, including goals, targets and commitments. As well as analysing, reviewing and collating relevant research and policies, the applicant will draft science-policy outputs, including reviews, reports and presentation. They will also support the development, management and delivery for a range of ecosystem restoration projects.

# ABOUT THE TEAM

We are 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

The focus of this post will be to work with a dedicated team of colleagues within Nature Restored to implement ecosystem restoration projects across terrestrial, marine and freshwater realms. This will include the provision of an accessible knowledge base, development of monitoring frameworks and supporting through legal, policy and planning frameworks. The main tasks of the role will be to:

1. Analyse, review and collate knowledge, including research and policy.
2. Draft science-policy outputs, including reviews, reports and presentations.
3. Help organise workshops or project events.
4. Support the management and delivery of projects

We are looking for a highly competent individual with a commitment to biodiversity restoration that brings excellence in both writing and data management skills.

### Key Areas of Responsibility

- Provide technical, analytical and administrative support for a range of live and development projects across the Centre, particularly related to ecosystem restoration.
- Analyse and synthesise information, including primary literature and data from multiple sources, in order to produce well written and succinct reports for policy-makers.
- Support the organisation of workshops or project events;
- Contribute to drafting and compilation of publications and analyses for policy-makers;
- Respond to requests for technical information on behalf of the programme; and
- 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.

### 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:

- Good honours degree in relevant field such as biological sciences, geography, ecology, environmental sciences.

### Desirable:

- Postgraduate degree in relevant field.

## Experience

### Essential:

- Working in the broad field of ecosystem restoration (terrestrial, marine and/or freshwater) with knowledge of the existing evidence base, key initiatives and policies.
- Technical research or project delivery in a relevant domain.
- Working in collaborative teams and in client facing capacity.
- Understanding the process of developing project proposals.
- Working to multiple deadlines and supporting ambitious team goals.

### Desirable:

- Project management exposure.
- Developing and building collaborative client relationships.
- Producing high quality outputs such as reports and reviews.
- Experience with project proposal development and fundraising.
- Demonstrate innovative ideas and strategic thinking.

## Skills

- Excellent written English, including the ability to write concise syntheses.
- High attention to detail and motivation to ensure that high quality outputs are consistently delivered, and that data is entered correctly into databases.
- Strong analysis and critical review of scientific information.
- Excellent editing and proof-reading.
- Good numerical skills and ability to analyse quantitative data.
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.).
- Strong communication and inter-personal skills for working in a collaborative team.
- Excellent time management and task prioritization.
- Fluency in spoken and written English is essential to this role. Fluency in additional languages is strongly desirable.
- Good use of initiative with a solution- and outcome-based approach.

## **Type of Person Required**

The successful candidate will be enthusiastic, dedicated and conscientious. They will also be an excellent communicator and writer with an eye for detail and have a strong interest in synthesizing scientific literature for policy-makers. They will be a team player ready to take initiative, work autonomously with little supervision and to take responsibility for delivering high quality project outputs drafts. They will have a passion for biodiversity and will be driven to make an impact on the projects of the Nature Restored Team and the broader work of UNEP-WCMC.

# OUR OFFER

**Job Title:** Associate Programme Officer

**Team:** Nature Restored

**Reporting to:** Programme Officer

**Job Reference:** AD1472

**Start date:** As soon as possible

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

**Contract:** Permanent , Full-time

**Location:** The post holder will be expected to 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

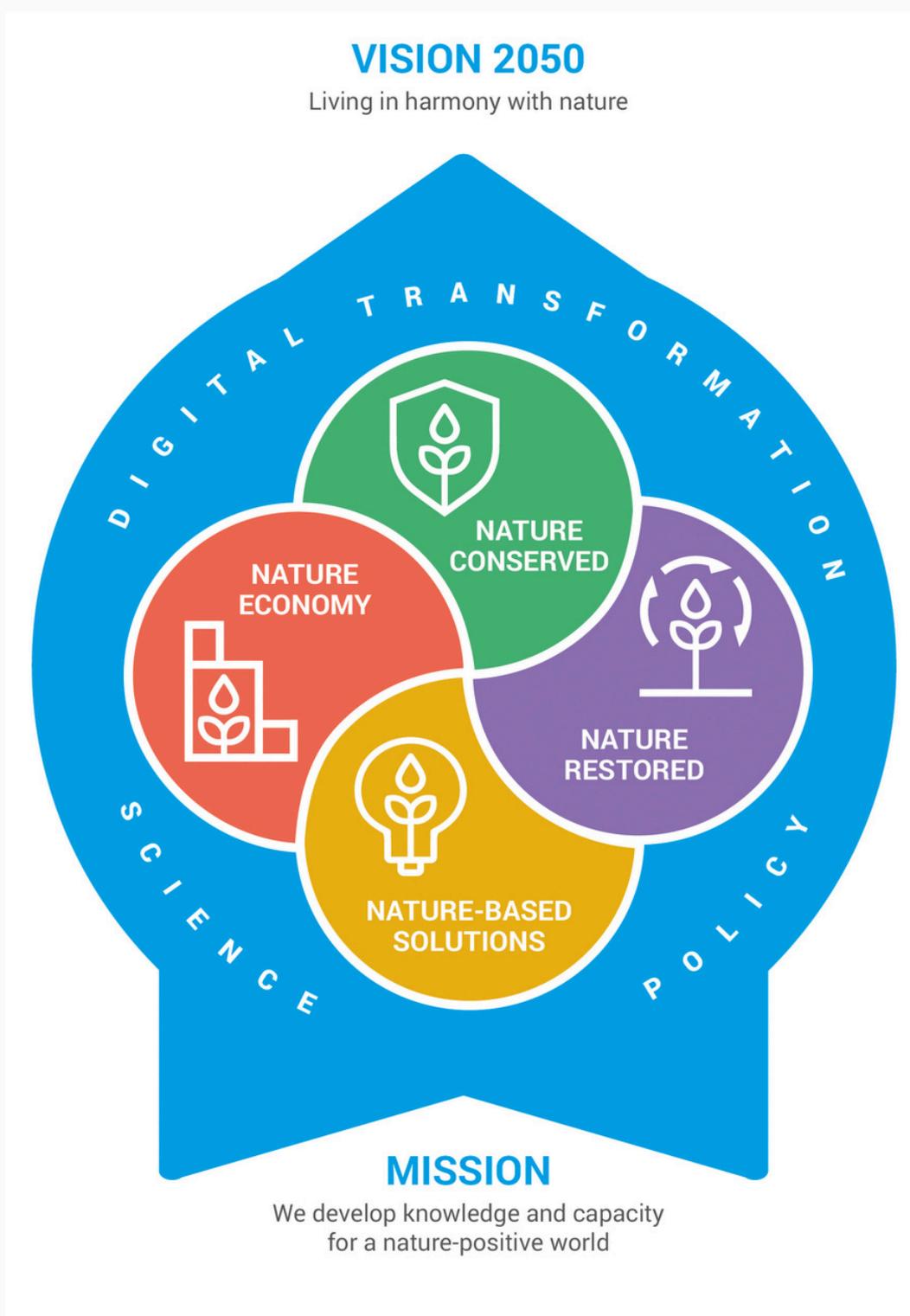
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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).

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: 15th May 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)