

**WCMC**



**AD1474 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 Programme Officer with the Policy Team

We are looking for a dynamic individual who excels in the realms of policymaking, policy-relevant research, and the management of complex relationships and projects, particularly those focused on global biodiversity and development challenges.

As a key member of UNEP-WCMC's Policy Innovation team, the successful candidate will be instrumental in advancing our work at the intersection of international policy, and monitoring implementation of Multilateral Environmental Agreements. The Policy team counts over 25 experts, and collaborates closely with diverse partners, including UN agencies, governments, academia, and NGOs. In this role, you will be crucial in delivering policy-driven projects that align with our vision of a world living in harmony with nature.

The role demands a project officer who can work as part of a team of programme officers, to deliver capacity development projects on biodiversity policy. Your ability to produce compelling, well-crafted materials for policy audiences will be key. Your contributions will extend beyond shaping policies – they will be a catalyst for positive change and a more sustainable world.

In this role, you'll lead in championing evidence-informed policies and collaborating with skilled teams. Your primary responsibilities include delivery of projects on biodiversity monitoring and policy relevant documents and analyses, both within and outside the organization. You will effectively communicate complex ideas to varied audiences and lead project teams, driving their development and potential.

Your duties will encompass the innovative design and execution of impactful projects, ensuring high-quality outcomes. You'll engage in analytical synthesis for crafting audience-specific recommendations and reports. Additionally, you'll organize and deliver workshops, and manage project budgets and timelines efficiently, using internal budget and management systems effectively. Representing UNEP-WCMC at external events is also a key aspects of this role.

# Thank you for your interest in the role of Programme Officer with the Policy Team (continued)

We are seeking a candidate with a relevant honours degree essential skills include being able to communicate effectively (written and verbal), some analytical skills, and a proven track record of producing high-quality policy materials. The role requires some understanding of international agreements related to biodiversity and the ability to work in project teams.

# 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 Kunming – Montreal Global Biodiversity Framework and the Sustainable Development Goals.



# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

The focus of this post will be to implement innovative projects that drive forwards policy support and engagement on national monitoring support of implementation of the Kunming – Montreal Global Biodiversity Framework, and related initiatives, projects and processes.

The post holder will play a key role in the implementation in UNEP-WCMC's work to provide authoritative information about biodiversity indicators, and support governments with monitoring implementation of National Biodiversity Strategies and Action Plans, in a manner that achieves impact with decision-makers who are driving change in environment and development policy, primarily within national governments and inter-governmental processes. The Programme Officer will be responsible for the delivery of high-profile products and initiatives working closely with the Secretariat of the Biodiversity Indicators Partnership and UN Agencies, to support delivery, uptake and use of the monitoring framework for the Kunming – Montreal Global Biodiversity Framework. Other areas of related work will include implementation of one or more projects that focuses on the provision of scientific/policy analyses, assessments and online tools, and strengthening the ability of decision-makers to mobilise and use biodiversity knowledge themselves.

### Key Areas of Responsibility

- Implement the National Monitoring Support initiative, and support the development of capacity for countries to calculate and use biodiversity indicator for national decision making, lead project activities, and contribute to project reporting to donor(s)
- Contribute to communications about the National Monitoring Support Initiative
- Provide support to strategically important global partnerships and networks, including the Biodiversity Indicators Partnership, to improve information, knowledge and capacity especially relating to indicators to support biodiversity monitoring and reporting
- Maintain understanding of other relevant global indicator and monitoring initiatives to ensure synergies of effort across partners
- Supporting work to develop individual and institutional capacity, especially in less developed regions worldwide on biodiversity monitoring, and the use of biodiversity indicators
- Contribute to fundraising proposals for new projects that support UNEP-WCMC Policy area objectives
- Lead and make substantial contributions to projects that support effective implementation of projects that support decision making, particularly by governments.
- Identifying user needs and developing products and outputs which meet those needs
- Ensure the management of projects (or project components) to time and budget, with efficient project administration and reporting procedures in place;

- Oversee the delivery of scientific reports and policy-relevant analyses relating to impact area objectives, including through proofreading outputs and ensuring that outputs are consistently delivered to the high quality reflective of UNEP-WCMC's standard;
- Liaise with key project partners and donors to maintain partnerships and build new partnerships to drive forward our work.
- Line management of junior staff and interns and management of other colleagues in the context of project management; and
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

## Other Duties

The post holder will also be expected to extend their own knowledge of scientific and policy issues relevant to the work of the Programme on an on-going basis. Other duties may be assigned from time to time commensurate with the post holder's qualifications and experience adhere to such targets as may be communicated by their line manager. They may be required to present the Centre's work externally and undertake international travel on behalf of the Centre and present our outputs to external stakeholders

# Person Specification

## Qualifications/Education

### Essential:

- Good honours degree in relevant field or relevant professional experience

### Desirable:

- Postgraduate degree (Master or PhD) in a relevant field to policy innovation in biodiversity and nature's contribution to society and the economy.

## Experience

### Essential:

- Experience and associated technical expertise in working with environmental data, assessments, reporting and information especially indicators
- Experience in training individuals in technical and scientific skills and capacity building programmes
- Knowledge and/or experience in relation to global and/or regional biodiversity policy frameworks
- Experience with organizing and conducting training workshops for government officials;
- Experience of producing high quality written outputs
- Experience of quality assurance processes, proof-reading and editing documents to a high standard and providing constructive feedback.
- Demonstrated experience of working at the science/policy interface in the field of international biodiversity conservation

### Desirable:

- Experience managing and coaching staff.
- Working knowledge of an other UN language, particularly French.
- Experience of environmental policy processes at international level in relevant capacity, for example (but not restricted to) within Multilateral Environmental Agreement Secretariats or national government teams
- Experience working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, etc.;
- Previous experience of representing similar organisations at international fora or governmental representation.
- Proposal development and fundraising experience in the international conservation sector.
- High attention to detail to ensure that high quality outputs are consistently delivered and that staff are provided with constructive feedback to ensure continual improvement;

## Skills

- Writing and Proofreading: Excellent skills in writing and proofreading, with the ability to produce clear, concise reports for decision-makers.
- Critical and Analytical Thinking: Strong ability to analyze and connect various dialogues and activities, providing clear insights.
- Project Management: Exceptional project management skills, including staff motivation and adherence to time and budget constraints.
- Time Management: Capability to work under tight deadlines and manage competing priorities effectively.
- Communication: Excellent communication abilities, both written and spoken, with experience in representation and presentation in international forums.
- Interpersonal Skills: Strong skills in team collaboration and building relationships, both in-person and remotely.
- IT Proficiency: Competent in using IT tools like MS Excel, Word, PowerPoint, and citation and database software.
- Language Proficiency: Fluency in English, with proficiency in additional languages being advantageous.
- Innovation: (Desirable) A systematic and innovative approach to project co-creation.

## Type of Person Required

- The successful candidate will be an intelligent, highly competent and organized individuals, with an enthusiasm for and commitment to finding solutions to global biodiversity challenges and communications with different stakeholders.
- They will have excellent skills in project management and a willingness to take on new challenges.
- They will be an excellent writer, for policy-makers with an eye for detail, as well as a good communicator.
- They will also have excellent skills in developing compelling fundraising proposals and editing and critically reviewing scientific and policy reports to a high standard.
- They will be confident in putting forward new project ideas and able to work under pressure and on multiple projects as part of a team.
- We anticipate an individual with the ability to draw on their existing experience to be able to make an immediate and significant contribution to the current and future work of UNEP-WCMC.

# OUR OFFER

**Job Title:** Programme Officer

**Team:** Policy 'Impact Area'

**Reporting to:** Senior Programme Officer

**Job Reference:** AD1474

**Start date:** June 2024

**Salary:** GBP 31,000 to GBP 35,000 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: 1st July 2024**



# WCMC

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