



WCMC

**AD1480 Deputy Head of Nature Conserved
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 Deputy Head of Nature Conserved

We are seeking a motivated, highly organised individual with a passion for conserving the world's wildlife to join our Nature Conserved team.

For this role, we are looking for an outstanding candidate who knows how to inspire their colleagues. They should also be willing to be flexible and take an active role in the day-to-day running of a large and ambitious team. This will require a skilled and detail-orientated individual with an ability to plan and deliver a portfolio of projects, outputs, budgets and funding applications. You will work closely with the Head of Nature Conserved to ensure the team is well-organised and that the work of the team is aligned to UNEP-WCMC's Strategy.

If you are looking for a rewarding and challenging post where you can put your expertise and skills towards conserving the world's biodiversity, 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 **18th August 2024**.

ABOUT THE TEAM

The **Nature Conserved** Impact Area is a team of more than 40 scientists and policy experts driving forward biodiversity conservation in the international context. The team enables and empowers decision-makers around the world to act for nature. We do this by equipping governments and partners with trusted science, data and policy advice to support better decision-making. Our aim is for resilient, well-connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of experts plays a central role in high profile collaborations that are at the leading edge of efforts to conserve the world's biodiversity. This includes: delivering the **Protected Planet Initiative**, a global platform for knowledge and data on the status and trends of protected and conserved areas; our work on **Global Wildlife Trade**, supporting global, regional and national efforts to regulate the international trade in wildlife; our support to international efforts to promote ecological connectivity and conserve migratory species; and our work in support of novel policy mechanisms for combatting deforestation (e.g. through deforestation-free supply chains).

UNEP-WCMC works as one organisation. The Nature Conserved team's projects are all designed and delivered in ways that support the achievement of our Centre-wide strategy.



ABOUT THE ROLE

Job Description

Main Purpose of the job

The main purpose of the job is to provide additional senior oversight on project development, project delivery, financial management and team management in support of the Head of Nature Conserved. In particular, this will include supporting the team to develop project proposals and fundraise to secure sustainable financing for strategic work areas and key biodiversity databases, while also supporting the day-to-day running of a team of dedicated conservation professionals.

The post holder will build upon and continue to expand their specialist expertise and contribute to projects through providing strategic oversight, as well as quality assurance and editorial review of outputs.

Reporting to the Head of Nature Conserved, the post holder will maintain close and effective links with colleagues and with the organisation's wider Leadership Team. The post holder will also be expected to build and maintain strategic partnerships in support of Nature Conserved and the UNEP-WCMC's strategy overall.

The Deputy Head will support the team to go from strength to strength and continue to be a high performing and motivated team of experts making a real difference to international conservation.

Key Areas of Responsibility

The post holder will need to be flexible and adaptable to variable priorities to help support the smooth running of the Nature Conserved team. Key duties and responsibilities will include:

- **Fundraising:** Play a leading role within the team to drive forward fundraising and project development in line with our strategic aims and focal initiatives. Identifying and securing sustainable financing for key global datasets that the team manages will be an important part of the role.
- **Project planning and delivery:** Supporting the Head of Nature Conserved to ensure that projects are adequately resourced, planned and delivered, on time and to budget. This will also include providing support to project leads with complex, high value projects.
- **Project portfolio oversight:** Work with the Head, focal initiative leads and project leads to deliver a portfolio of projects that contribute to the UNEP-WCMC Strategy. Maintain an overview of the team's financial performance, as well as the pipeline of future work for the Nature Conserved team.
- **Quality Assurance:** Provide quality assurance across the team's outputs, particularly in those areas that align with their relevant technical expertise. This will include both editorial review as well as reviewing content from a strategic and diplomatic lens to ensure outputs meet UNEP-WCMC's high standards.

- **Team leadership:** Work with the Head to ensure that Nature Conserved is a happy, thriving and collaborative team, with staff welfare at its core.
- **Line management:** Line manage and mentor Nature Conserved team staff.
- **Deputise:** Deputise for the Head of Nature Conserved at appropriate internal and external meetings.
- **Strategic thinking:** Working with the Head of Nature Conserved and the focal initiative leads, contribute expertise to help support the team in setting and regularly assessing the strategic direction of the team's focal initiatives.
- **Partnerships:** Support and expand effective external partnerships with delivery partners and donors to extend UNEP-WCMC's impact.
- **Organisational consistency:** Ensure implementation of the Centre's policies and procedures within the team.

Other Duties

The Deputy Head of Nature Conserved is a leadership role within the Centre, therefore Centre-wide responsibilities will be required, including membership of the Leadership team and potentially membership of other Centre core impact teams.

The successful candidate will undertake any other duties as may be required from time to time commensurate with the level of the post, and adhere to such targets as may be communicated by their line manager.

They may be required to present projects externally and undertake international travel on behalf of the Centre.

Person Specification

Qualifications/Education

Essential:

- Degree or Master's level qualification in in ecology, biodiversity or a relevant discipline.

Desirable:

- Project management qualifications or equivalent on-the-job experience.

Experience

Essential:

- Experience of working in international conservation and a contemporary understanding of biodiversity conservation in an international context.
- Demonstrated fundraising experience, including leading the successful development of large project proposals.

Desirable:

- Specialist expertise in international biodiversity conservation, particularly in protected and conserved areas and/or ecological connectivity.
- Expertise in wider biodiversity topics of relevance to Nature Conserved's strategic aims, including Global Wildlife Trade, and/or Deforestation-free supply chains.

- Several years' experience of managing ambitious and complex projects, including budgets.
- Proven success in planning, managing and implementing portfolios of projects and strategies using a team approach.
- Experience of recruiting, developing and managing a team of professionals in an organisational setting.
- Experience at strategic thinking and applying knowledge to support project development and implementation.
- Experience of working within biodiversity related treaties at global and / or regional levels, including participating in advisory and governance meetings.
- Experience of preparing budgets, as well as preparing and reviewing contracts / subcontracts;
- Proven experience developing and delivering impactful strategies, defining and clearly communicating the pathway to deliver successful outcomes.
- Experience developing alliances and partnerships (demonstrated by network of contacts in the international conservation sector) and experience collaborating with other international organisations and agencies.

Skills

- Excellent interpersonal skills, with the ability to lead and motivate a team to define and achieve desired impacts.
- Excellent project development and fundraising skills.
- Highly organised, particularly in the context of planning of people and budgets.
- Strong project and portfolio management skills.
- Ability to critically review, copy-edit and provide constructive feedback on technical outputs produced by others.
- Effective negotiating skills and a diplomatic approach.
- Strong communication skills, including presentation and facilitation skills.
- Demonstrated ability to develop, maintain and support effective collaborative relationships.
- Fluency in written and spoken English, with fluency in another UN language highly desirable.

Type of Person Required

This successful candidate will be an experienced leader and role model, able to inspire the confidence of staff with their expertise and technical competencies. Working closely and collaboratively with the Head of Nature Conserved, they will be a team player that is willing to pitch in with the day-to-day running of a large team. They will have an exceptional track record of project development and delivery, with experience of managing and motivating a high performing team of experts. They will be a problem-solver, able to anticipate and proactively address challenges as they arise and willing to collaborate to find creative solutions. Above all, they will have a passion for conserving the world's biodiversity and a willingness to support a dedicated team of experts to navigate the often complex landscape of international conservation. They will have the ambition to continue to develop personally as well as organisationally to ensure that Nature Conserved goes from strength to strength and continues to enhance its role in tackling the biodiversity crisis.

OUR OFFER

Job Title: Deputy Head of Nature Conserved

Team: Nature Conserved

Reporting to: Head of Nature Conserved

Job Reference: AD1480

Start date: As soon as possible

Salary: GBP £46,000 to GBP £58,000 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. We are usually able to offer visa sponsorship to the preferred applicant.

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. All new starters will be required to attend the office a minimum of 3 days per week during their first three months. Employees are then 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 six 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 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. 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: 18th August 2024



WCMC

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www.unep-wcmc.org