

WCMC



**AD1485 Programme Administrator, 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). Together, we are confronting the global crisis facing nature.

We do this through our unique position in ensuring science, knowledge and insights shape global and national policy. We have around 240 passionate professionals on our staff drawn from over 40 nationalities who work with partners around the world to build capacity and create innovative solutions to environmental challenges. The Centre also 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 Administrator at UNEP- WCMC

Join us at an exciting time of growth and change, in a crucial role within our organisation, as a Programme Administrator. We are always looking for highly motivated and conscientious Administrators to join our team and work flexibly across the Centre. You will be responsible for providing extensive administrative support to a team of technical staff and assist with the implementation of a wide range of projects. A truly fantastic opportunity to acquire knowledge and skills within various thematic areas of conservation, learning from world class experts in this field, helping to improve the profile of our work. You will be part of a team of Administrators forming a central administration hub, to maintain effective administration processes and consistency across the organisation.

The Centre's staff are passionate, experienced, ambitious and results-orientated, providing you with a brilliant opportunity to develop and contribute to your own skills. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE ROLE

Job Description

WCMC is a charity devoted to promoting, for public benefit, the conservation, protection, enhancement and support of nature and natural resources worldwide. The Programme Administrator will support the central function of the organisation, as well as a team of technical staff within the Impact Area. The post will assist in the implementation of a wide range of projects and provide extensive administrative support to these projects and project staff.

Key Areas of Responsibility

- Contribute to internal reporting through compiling administrative and financial reports, assisting with project planning and resource utilisation, and tracking outputs and associated communications.
- Assist in maintaining systems and give support to the Heads of Impact Area, with administration, including systems for tracking project reporting deadlines, invoicing schedules, and other administrative tasks associated with project implementation.
- Support the collation of project and Impact Area level KPIs and Centre-wide reporting.
- Support Project Leaders across Impact Areas in setting up and maintaining projects on the Centre's project management and finance system, Deltek, and support Project leaders through the project life cycle.
- Help with contracting support by compiling initial draft contracts and preparing consultant subcontracts.
- Help to compile administrative and financial documents when submitting project proposals.
- Organise and provide support for internal and external meetings, workshops and retreats, including minute-taking, liaison with participants, organising transport arrangements, booking venues, set-up, catering, etc.
- Raise purchase orders and complete expense claims and other tasks as requested to support project staff.
- Support the production of outputs and communication/promotion material through helping with document formatting, etc.
- Support travel arrangements for visitors and consultants.
- Provide support across other Impact Areas, as required.

Other Duties

- To undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- Experience in project or financial management, business administration or logistics

Desirable:

- Qualification in project or financial management, business administration or logistics.

Experience

Essential:

- Experience in administrative support.
- Excellent office IT skills, with experience of working with MS Word, Excel and database software.
- Experience in working with a management system.
- Experience of data entry.
- Experience of simple data analysis and production of associated outputs.

Desirable:

- Experience with supporting project managers with administration in a projectbased or consultancy organisation.
- Experience of resource planning and budgeting processes in multiple currencies.
- Experience of working with website content management systems.

Skills

- Excellent organisational skills and attention to detail.
- Ability to take initiative to make improvements.
- Excellent communication and interpersonal skills.
- Able to learn from mistakes, to welcome and implement constructive feedback, and keen to attend internal or external training opportunities for personal development.
- Demonstrated professional approach to dealing with both internal and external colleagues.
- Capable of developing an excellent knowledge of the institution's policies and procedures.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues.
- Ability to remain calm and focused, even under pressure.

Type of Person Required

The successful candidate will be highly motivated with excellent administration, organisation, planning and communication skills. They will be willing to learn and undertake a variety of diverse administrative tasks to support effective project management and delivery. They will be flexible in their approach, enthusiastic and approachable, have a close attention to detail, and be committed to good organisation and the implementation of effective and streamlined administration in support of the project-based teams.

OUR OFFER

Job Title: Programme Administrator

Team: Policy

Reporting to: Deputy Head of Policy

Job Reference: AD1485

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 within commuting distance of Cambridge and to attend the office in Cambridge 2-3 days each week. We have a flexible hybrid working policy in place, for further details, please email recruitment@unep-wcmc.org

This position is not suitable 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. 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 course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- 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

Our 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 in the Centre.

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 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: 8th September 2024. Please note we reserve the right to close this position as soon as a suitable applicant is found, so please do not delay your application.



WCMC

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