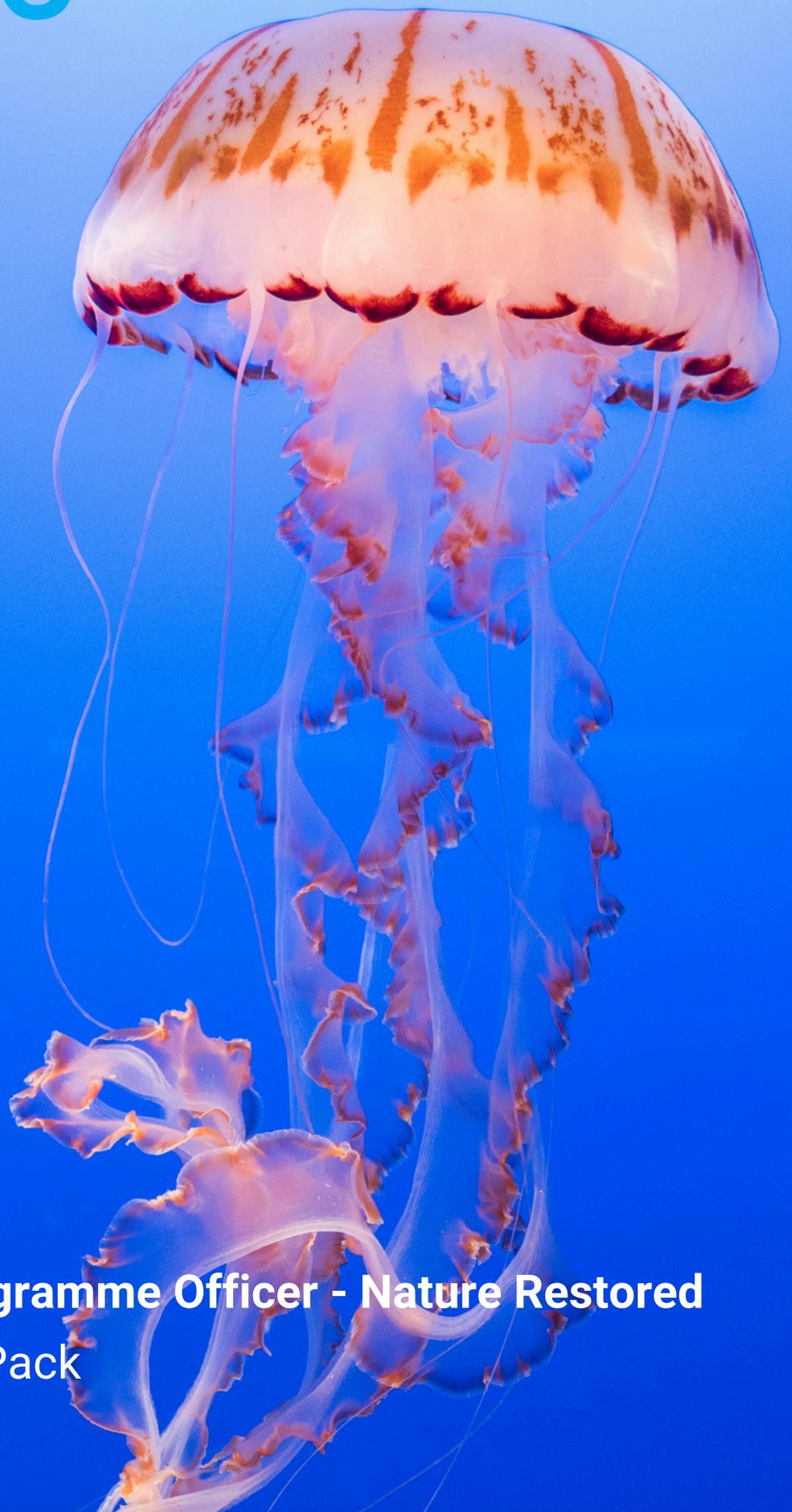


WCMC



AD1486 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). 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 Officer

Thank you for your interest in the role of Programme Officer at UNEP-WCMC. We are looking for two Programme Officers with substantial experience working on marine and coastal ecosystems, and ocean management and governance, including science, data and policy.

We anticipate that one role will have a stronger focus on ocean ecology related projects and activities, including synthesising best knowledge and data on marine ecology. The other role we expect to have a stronger focus on ocean policy related projects and activities, including analysing the science/policy/society nexus. They will be an intelligent, highly competent and organized individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges.

The main purpose of the Programme Officer roles is to develop, lead and support delivery of a range of marine biodiversity projects focussed on scientific and policy analysis, assessments and online tools. It will involve networking with a variety of high-profile partners and building relationships to help achieve our strategic impact.

We will provide you with the challenge of working on high profile marine biodiversity projects, where your work really makes a difference to the field of conservation and restoration in an area aligned to our strategic aims and broader global initiatives. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

About the Team

These roles will sit within the Nature Restored Team but will have a broad focus on marine and coastal governance, conservation, restoration and sustainable use. 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.

The Nature Restored Team is 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 and so one focus is sustainable agricultural landscapes. We also have a hub of marine expertise working on Ocean Recovery through improved data mobilisation, management and use in planning and governance.



ABOUT THE ROLE

Job Description

Main Purpose of the job

This post will support the Head of Impact area and other Senior Staff to develop, fundraise for and implement projects which contribute to the conservation, restoration and sustainable use of the ocean in an equitable manner. The successful candidate should have experience of working collaboratively with a diverse range of stakeholders to find and implement solutions to the challenges facing nature and people. As an important role within the Ocean Recovery Focal Initiative, the post-holder will contribute to the team's day-to-day management, mentoring and supporting junior staff, and feed into decisions about overall direction and strategic priorities. The post holder will:

- Lead and contribute to the delivery of either ocean ecology related projects or ocean policy related projects and activities to aid policy design, implementation and monitoring.
- Lead and contribute to development of project ideas and proposals that support the UNEP-WCMC strategy, including the Ocean Recovery Focal Initiative.
- Lead, motivate and mentor staff.
- Build and maintain close successful working relationships with a variety of stakeholders such as national governments, UN Environment and donors.
- Have knowledge and experience in Marine Spatial Planning and Integrated Coastal Zone Management.
- Have knowledge and/or experience of working on a variety of marine ecosystems and species to offer sound ecological insight into the Centre work, and/or
- Have knowledge and/or experience in relation to international marine policies and governance, for example Global Biodiversity Framework and BBNJ Treaty.

Key Areas of Responsibility

- Develop fundraising proposals for new projects that support impact area outcomes, ensuring that fundraising opportunities are secured effectively.
- Lead, and deliver substantial elements of projects that contribute to effective implementation of the UNEP-WCMC strategy.
- Proactively collaborate across the Centre to ensure the marine realm is well reflected, as well as especially with the Policy Innovation Area to promote consistent approaches.
- 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 outcomes, including proofreading outputs and ensuring they 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 manage junior staff and interns and manage other colleagues in the context of project management.
- Represent UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism.

ABOUT THE ROLE

Other Duties

The post holder will also be expected to extend his/her own knowledge of scientific and policy issues relevant to the work of the Impact Area on an on-going basis and to contribute to UNEP-WCMC planning and strategy delivery. Other duties may be assigned from time to time commensurate with the post holder's qualifications and experience.

This post is likely to require some overseas travel to relevant fora to represent UNEP-WCMC and present our outputs to external stakeholders.

Person Specification

Qualifications/Education

Essential:

- Good honours degree in relevant field such as applied marine ecology, conservation and science, social science.
- Relevant professional experience.

Desirable:

- Postgraduate degree in relevant field such as marine ecology.

Experience

Essential:

- Working at the science/policy interface with marine biodiversity-related interdisciplinary projects and teams.
- Knowledge and experience in Marine Ecology, including knowledge of marine habitats and species.
- Project management, including managing to time and to budget;
- Proposal development and fundraising in the international conservation sector.
- Quality assurance processes, proof-reading and editing documents to generate high quality outputs and providing constructive feedback.
- Managing and coaching staff.

Desirable:

- Technical expertise and ecological analysis, for example statistical or geographical.
- Knowledge and experience in Marine Spatial Planning and Integrated Coastal Zone Management.
- Working in partnership with a variety of stakeholders, including governments, intergovernmental organisations and NGOs.
- Organizing and conducting training workshops and project events.
- Representing similar organisations or a Government at international fora.
- Working in a second language

Skills

- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget
- 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.
- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented reports targeted at government officials/decision makers.
- Strong critical, analytical and innovative thinking skills.
- Excellent IT skills (MS Excel, Word, PowerPoint, citation and database software). Understanding of GIS and database use would be an advantage
- Ability to work to tight deadlines, balance competing demands on time and to seek support or delegate, as appropriate.
- Strong communications skills (written and spoken) and willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences.

Person Specification

Qualifications/Education

Skills continued

- Excellent inter-personal skills and the ability to work in a team environment as well as independently.
- Fluency in written and spoken English is essential to this role. Fluency in [name languages required is desirable.
- People Management skills, including Line Management, coaching and/or mentoring.

Type of Person Required

The successful candidate will be an intelligent, highly competent and organized individual with an enthusiasm for and commitment to finding solutions to global biodiversity challenges at the science/policy interface.

They will have excellent skills in project management and a willingness to take on new challenges. They will be an excellent writer and a good communicator, synthesizing scientific literature for policy-makers with an eye for detail.

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.

This is not a United Nations Post.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners, including government officials. They may be required to travel, including internationally.

This is not a United Nations Post. This is a UK based role and the role holder will be expected to reside in the UK within commuting distance of Cambridge.

OUR OFFER

Job Title: Programme Officer

Team: Nature Reserved

Reporting to: Senior Programme Officer

Job Reference: AD1486

Start date: To be confirmed

Salary: GBP £31,000 to GBP £35,000 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 includes 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 worldclass 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 home made 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 conducted 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](#) by applying online at www.unep-wcmc.org/en/vacancies

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: Sunday 15th 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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