

**WCMC**



**AD1497 Associate 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). 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 Associate Programme Officer

We are searching for two new colleagues who combine analytical skills with a proactive, results-driven mindset. These positions are tailored for candidates with a deep commitment to shaping a sustainable future, seamlessly merging expertise in policy and governance and data analysis with excellent writing and communication skills. The Associate Programme Officer positions are entry-level roles at UNEP-WCMC, broadly similar to analyst positions such as policy analyst, research analyst, or environmental analyst in our Policy team.

The ideal candidates will be meticulous, thorough and instrumental in advancing our mission to provide impactful and technical support and policy guidance. The Policy Innovation Area at UNEP-WCMC is made up of a team of over 25 experts specialising in international policy, nature indicators, ecosystem assessments, and the nexus of nature, gender, and rights. Here, you will play a pivotal in shaping multi-disciplinary projects at the interface of science and policy that build towards our vision of a world living in harmony with nature.

Your role will be to contribute to evidence-based policy initiatives, conduct technical analyses, and contribute to influential, culturally diverse events. This is an invitation to join a passionate team, making strides towards environmental stewardship and global sustainability. Your work will not just influence policies; it will inspire change and forge a better world.

## About the Team

The UNEP-WCMC Policy team is a dynamic group of experts providing enabling and foundational support to the Centre's work and impact. For over 40 years, UNEP-WCMC has worked with partners to ensure the world is equipped with trusted science, data and knowledge and the capacity and policy advice to use this for better decision-making. The Policy team plays a central role in ensuring the work of the Centre is relevant and impactful for international and national policy processes. We support the CBD and other intergovernmental conventions and processes, including identifying opportunities for increased cooperation. We provide authoritative information on biodiversity indicators to decision-makers in international organisations and processes, national governments, business, and other stakeholders. We support decision-makers in assessing biodiversity and ecosystems services and their contributions to society and human well-being. We also work with partners to promote equitable and ethical approaches to biodiversity policy and governance. We work as one organisation. So, while our projects, partnerships and collaborations form the basis of the Policy 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 to:

- 1) Collect, analyse and synthesis data that contributes to developing a robust knowledge base
- 2) Contribute to developing high quality outputs including reports and policy briefs for a range of audiences; and
- 3) Help organise workshops or project events.

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

### Key Areas of Responsibility

- Analysis and synthesis of information, including primary literature and data from multiple varied sources, in order to produce well written and succinct outputs for a range of audiences including policymakers. Reports will focus on conservation policy and other biodiversity-related policies affecting biodiversity, including economic, social and environmental policies.
- Contributing to the drafting and compilation of publications and analyses for policymakers;
- Support the organisation at workshops and project events
- Respond to requests for technical information; and
- Contribute to, and work as part of, a cohesive team within and across Impact Innovation Areas to support 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 supporting and guiding 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;
- Associate Programme Officers may be asked to contribute to developing project proposals depending on the needs and requirements of the Policy Innovation Area;
- Associate Programme Officers are expected to be proactive in developing their knowledge of scientific and policy issues relevant to the work of UNEP-WCMC; and
- Associate Programme Officers may be asked from time to time to perform other duties commensurate with the level of the post.

# Person Specification

## Qualifications/Education

### Essential:

- Degree in a field relevant to policy innovation in biodiversity and nature's contribution to society and the economy (such as political science, international relations, geography, sociology, anthropology, environmental policy, environmental management, environmental governance, sustainable development, law, economics, interdisciplinary environmental social sciences, natural sciences including ecology)
- Or degree in any other subject with postgraduate degree in relevant field.

### Desirable:

- Postgraduate degree in relevant field (such as governance, development studies, public policy, politics, international studies, international relations, political economy, interdisciplinary environmental social sciences, conservation policy, social sciences or natural sciences including ecology).

## Experience

### Essential:

- Understanding of topics related to biodiversity policy
- Evidence of an ability to analyse varied sources of information and a range of data types (qualitative and/or quantitative) and to synthesise this information into high-quality outputs
- Evidence of communicating complex information orally to a range of expert and non-expert audiences
- Evidence of communicating complex information in a variety of written formats to a range of expert and non-expert audiences
- Skill in clarifying expectations and setting high work standards, including identifying and addressing any task-related issues that arise.
- Evidence of team-working and coordinating small-scale projects/activities and a strong ability to take initiative and responsibility of tasks to support project leaders
- Evidence of working to important deadlines in a fast-paced environment
- Demonstrates positive professional values and behavioural competencies for working respectfully and effectively in collaborative teams and diverse cultural contexts.
- Fluent English language skills

### Desirable:

- Evidence of working in a professional environment, preferably at the science-policy interface
- Experience working effectively with a range of stakeholders and external partners
- Evidence of support the organisation of in-person, hybrid or online workshops or other events
- Experience or knowledge of national and/or biodiversity policies and processes including multilateral environmental agreements
- Proficiency in additional languages beyond English (French and Spanish are particularly desirable)

## Skills

- A keen interest in the science-policy interface relating to biodiversity
- Motivated to proactively contribute to impactful projects
- Ability to collect, analyse and synthesise data and information relevant for evidence-informed policy making;
- High degree of IT competency with Microsoft Office, a knowledge of other software is desirable e.g. SPSS, R, python, NVivo etc.
- Strong attention to detail to ensure that high quality outputs are consistently delivered;
- Excellent oral and written English skills
- Strong communication and inter-personal skills for working collaboratively with internal colleagues and international external partners
- Excellent time management and task prioritization skills; and
- Good use of initiative with a solution-based approach.

## Type of Person Required

The ideal candidate for this Associate Programme Officer role with the Policy Innovation Area at UNEP-WCMC is someone who embodies the qualities of a proactive, organised and conscientious team player. The ideal candidate would also have interest and knowledge of biodiversity policy and a keen interest in contributing to the development of outputs and tools that support evidence-informed decision making. Additionally, they will possess strong analytical skills (qualitative and quantitative).

The candidate would be driven to accomplish goals and consistently deliver high-quality work. They should exhibit a strong work ethic and a proactive approach to their responsibilities, thriving on progress and achievement. The role also demands responsibility, with the individual being reliable, trustworthy, and committed to ethical standards in their work. Their approach to work is characterized by a detail-oriented and conscientious mindset, supporting the organization's efforts to provide expert policy guidance that is robust, reliable and impactful.

**This is not a United Nations Post.**

# OUR OFFER

**Job Title:** Associate Programme Officer

**Team:** Policy

**Reporting to:** Programme Officer

**Job Reference:** AD1497

**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](mailto: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 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.
- Life assurance against death in service (4X annual salary)
- Company sick pay which increases with term of service
- Health cash plan contributing towards the cost of essential medical care
- Generous annual holiday allowance of 25 days, increasing by one additional day each full calendar year worked up to 30 days, plus 3 closure days over the Christmas period.
- 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
- 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
- Workplace nursery scheme
- 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
- Wellbeing Hub
- 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](http://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: 14th January 2025. 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

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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