

# WCMC



**AD1499 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 Programme Officer

We are seeking a skilled professional 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, nature indicators, ecosystem assessments, and the interplay of nature, gender equality, and human rights, and work in close collaboration with other impact and innovation areas across UNEP-WCMC. 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 inter- and multi-disciplinary policy-driven projects that align with our vision of a world living in harmony with nature.

The role demands an individual who can adeptly navigate complex projects and partnerships and contribute to the high standard of the team. Your ability to produce compelling, well-crafted materials for policy audiences will be key. This position offers the opportunity to be part of an innovative team committed to environmental stewardship, human rights-based approaches, and global sustainability. Your contributions will extend beyond shaping policies – they will be a catalyst for positive change and a more sustainable world for all.

## 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 post holder will be a central member of UNEP-WCMC's teams working on Human Rights and Gender Equality. The post holder will be a team worker in several roles, including leading and managing science-policy-society projects, providing capacity support to colleagues and partners, and strengthening relationships with internal and external partners. Ultimately, the post holder will contribute to the realisation of UNEP-WCMC vision of a world living in harmony with nature.

This prole will strengthen UNEP-WCMC's capacities for policy innovation with regards to the rights of Indigenous Peoples and local communities, and support fundraising efforts.

### Key Areas of Responsibility

This role involves championing, and developing the capacities for evidence-informed policies and bringing together different sources of knowledge, including Indigenous and local knowledge, and collaborating with dedicated teams, performing well in technical, operational, and enabling competencies, such as:

1. Project Leadership: Oversee projects, emphasizing adaptive management.
2. Strategic Relations: Develop and manage internal and external relationships, including negotiation with partners, and build strong and lasting partnerships with Indigenous Peoples' and local communities organisations to advance the realisation of their rights.
3. Thematic Coordination: Serve as the focal point for UNEP-WCMC on matters related to Indigenous Peoples and local communities. Lead internal coordination on relevant work across UNEP-WCMC, ensuring alignment with global priorities and the advancement of the rights for Indigenous Peoples and local communities
4. Effective Communication: Fluent and adaptable presentation and communication of insights to diverse audiences.
5. Analytical Synthesis: Systematically analyse and synthesise information, forming robust conclusions and audience-targeted recommendations.
6. Quality Output and Reporting: Produce high-quality, well-designed outputs, including development and review of technical reports and policy briefs.
7. Budget and Time Management: Efficiently manage projects within budget, meeting deadlines and with effective internal and external communication.
8. Team Supervision and Quality Assurance: Supervise staff, interns, and consultants, ensuring adherence to UNEP-WCMC's quality assurance processes.
9. Workshop Facilitation and Monitoring: Organize and facilitate workshops, expert meetings, and track international meeting outcomes.

External Representation and Fundraising: Professionally represent UNEP-WCMC at external events and lead/contribute to fundraising initiatives.

## 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, including regarding consideration of Indigenous and local knowledge where relevant. 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 undertake international travel to support country partners, represent the Centre and present our work and outputs to external stakeholders.

# Person Specification

## Qualifications/Education

### Essential:

Degree in a field related to biodiversity, law, environmental policy and governance, human rights, anthropology, sociology, cultural diplomacy, governance, international relations, or interdisciplinary environmental social sciences.

### Desirable:

• Postgraduate degree in a relevant field to policy innovation or human rights/ Indigenous Peoples rights

## Experience

### Essential:

- Policy experience: demonstrated experience in a relevant policy role (e.g., public policy implementation, policymaking, engagement in multilateral policy frameworks)
- Project management: Demonstrated ability to manage projects, including financial oversight.
- Policy-oriented output creation: Proven track record of producing high-quality materials for policy audiences.
- Knowledge of international agreements: Sound working knowledge of at least one of the following: the Convention on Biological Diversity and its Protocols; other biodiversity-related conventions; the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), or other multi-lateral agreements or international processes.
- Partnerships: work in partnership with Indigenous Peoples and/or local communities
- Subject expertise: understanding of the rights of Indigenous Peoples and local communities, Indigenous and local knowledge, and the international frameworks that are relevant to them.

### Desirable:

- Team leadership: Experience managing teams effectively.
- Quality assurance: Familiarity with applying quality assurance processes in project management.
- Science-Policy-Society platforms: Experience working across disciplines, knowledge systems and stakeholders.
- Experience working with constituencies in the global South and in the UN list of least developed countries
- Experience of Indigenous Peoples or local communities, on the ground
- Understanding of issues of data ownership by Indigenous Peoples and local communities, and of FPIC (Free, Prior and Informed Consent)
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## Skills

- **Writing and Proofreading:** Excellent skills in writing and proofreading, with the ability to produce clear, concise reports and knowledge products
- **Project Management:** Project management skills 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 to diverse audiences.
- **Interpersonal Skills:** Strong skills in team collaboration and building relationships, both in-person and remotely. Able to represent UNEP-WCMC at international meetings
- **IT Proficiency:** Competent in using IT tools like MS Excel, Word, PowerPoint, and citation and database software.
- **Language Proficiency:** Fluency in English, proficiency in other languages is desirable (e.g., French and Spanish).
- **Organisational Skills:** Capability to oversee the organisation of high-profile events, workshops and conferences and deliver on expected outputs.
- **Cultural Diversity Awareness:** A keen understanding of and sensitivity to cultural diversity, enabling effective engagement and collaboration with individuals from various cultural backgrounds.

# OUR OFFER

**Job Title:** Programme Officer

**Team:** Policy

**Reporting to:** Senior Programme Officer

**Job Reference:** AD1499

**Start date:** As soon as possible

**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](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

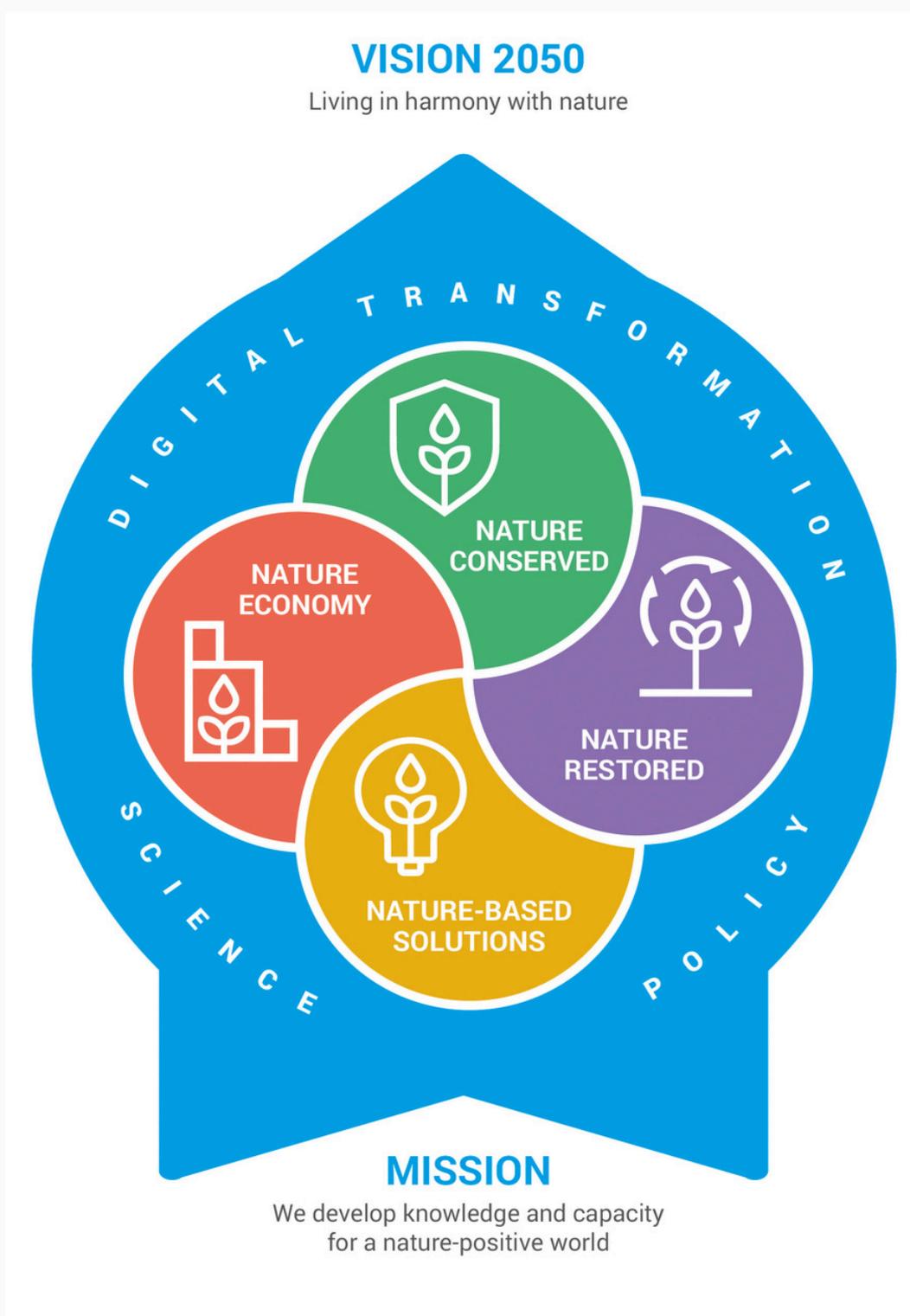
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: 19th 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)