



WCMC

AD1503 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 recruiting a policy-literate Programme Officer to join our team. The ideal candidate will contribute to our engagement with intergovernmental agreements and processes relevant to biodiversity and ecosystem services, such as the Convention on Biological Diversity, IPBES and the UN Agenda for Sustainable Development.

The successful candidate would work at the international level as part of experienced teams. UNEP-WCMC works with secretariats to intergovernmental agreements and processes, their governance and advisory bodies, and supports countries and regional organizations as they respond to their international obligations.

The successful candidate will have opportunities to represent the Centre at relevant conferences and workshops within the UK and internationally, and to build relationships with government representatives and other partners around the world. The person will gain job satisfaction through successful delivery of documents, reports and other information outputs that contribute to and support those conferences and workshops.

The successful candidate will be able to understand the challenges, constraints and opportunities of supporting policy development and implementation, and will be sensitive to the needs and interests of different countries and stakeholders. They will also be a capable project manager, able to work accurately, rapidly and flexibly in response to developments in the external world.

UNEP-WCMC provides the chance to work in an environment that supports development of technical and personal skills. The successful candidate will work on high profile projects that aim to make a difference to the conservation and sustainable use of biodiversity in the context of other social and environmental challenges towards a world living in harmony with nature.

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

UNEP-WCMC has a significant body of work that supports the implementation of intergovernmental agreements and processes relevant to biodiversity and ecosystem services. In carrying this work out, the Centre engages with international secretariats of multilateral conventions, national governments, and a wide range of other stakeholders including UN entities and international organizations.

Under the guidance of senior staff, the post holder will support development and implementation of the Centre's programme of work relating to intergovernmental agreements and processes, taking responsibility for particular areas of work as their experience develops.

Key Areas of Responsibility

- Analysing and synthesising information from multiple sources in a systematic way, including identification of options for action, conclusions or recommendations that are relevant to the intended audience.
- Using such evidence and analyses to develop consistently high-quality, audience-targeted, policy relevant outputs including technical reports, policy briefs, information documents for intergovernmental processes.
- Representing UNEP-WCMC effectively at external meetings and workshops, ensuring a high level of professionalism, and as appropriate preparing meeting summaries, presentations, reports to donors, and internal briefings.
- Following discussions, decisions and outcomes on key topics at relevant international meetings as a basis for informing the work of the Centre, contributing to the development of Centre outputs, and development of future work.
- Organising and facilitating workshops and other expert meetings both remotely and in person, as well as contributing to workshops and other expert meetings organized by others.
- Managing projects or components of projects to time and on budget, with effective and efficient internal and external communication, project administration and reporting, delegating task-level coordination and management as appropriate.
- Line managing junior staff and interns as required, and supervising the inputs of junior staff, interns, students, volunteers and consultants as necessary in support of project implementation and the delivery of discreet activities and outputs.
- Sustaining, growing and initiating relationships with key individual partners and stakeholders, including governmental agencies and secretariats from international organizations
- Supporting delivery of a range of projects and initiatives across the Centre relating to international conventions and policy, including through cross-programmatic support and coordination also for the development of concept notes and proposals for new and follow-on work.

Other Duties

- The post holder will also be expected to continue to extend on an on-going basis their knowledge of policy processes and their implementation relevant to the work of the Centre.
- This post is likely to require some overseas travel to relevant fora to represent UNEP-WCMC, and potentially also to work with partners and present our work and outputs.
- Other duties may be assigned from time to time commensurate with the post holder's qualifications and experience.

Person Specification

Qualifications/Education

Essential:

- Good honours degree in a relevant field such as political science, international relations, international development, law, economics, or any interdisciplinary environmental sciences degree with a strong component in politics and governance, or equivalent relevant policy experience

Desirable:

Postgraduate qualification in a relevant field.

Experience

Essential:

- At least three years' experience in a policy focused role, including first-hand familiarity of the workings and/or national implementation of multilateral and/or regional biodiversity policy and legal frameworks.
- Understanding of processes aimed at strengthening the science/policy interface in the field of international biodiversity governance.
- Sound working knowledge of at least one of the following: the Convention on Biological Diversity and its Protocols; other biodiversity-related conventions; other environmental multilateral agreements; the Intergovernmental Panel on Climate Change or other intergovernmental processes including at the regional level.
- Experience of producing outputs of various kinds targeted at policy audiences.
- Experience of managing projects involving government partners and demanding clients.

Desirable:

- Experience of working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, etc.
- Experience in organizing and conducting workshops and other meetings, in particular for government officials.
- Experience of representing organisations in international (and preferably intergovernmental) fora.
- Experience in managing staff, both in terms of project team management and line management.

Skills

- Excellent writing and proofreading skills with the ability to produce clear, concise and high-quality reports targeted at government officials/decision makers.
- Strong critical and analytical skills, with an ability to make connections between multiple strands of activities and to demonstrate clear insights into the needs of government representatives.
- A natural attention to detail to ensure consistent delivery of high quality outputs for clients.
- Strong project management skills and the ability to manage and motivate staff to deliver high quality outputs to time and budget.
- 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), willingness to represent UNEP-WCMC at international meetings and to make professional presentations to international audiences.
- Excellent inter-personal skills and the ability to work autonomously in a team environment, with an ability to build and maintain relationships internally and externally.
- Skilled in the use of MS Word and PowerPoint, and preferably also Excel.
- Fluency in written and spoken English is essential to this role, and fluency in at least one other UN language is desirable.

Type of Person Required

The successful candidate will be:

- A highly competent and organized individual with an enthusiasm for and commitment to the role of multilateralism in finding solutions to global biodiversity challenges;
- An excellent writer with an eye for detail, synthesizing material for policymakers, and will have high personal standards in editing and critically reviewing policy reports;
- A confident and persuasive communicator, and able to build trust with partners and work colleagues from many cultural backgrounds; and
- Skilled in project management, and able to work under the pressure created by external deadlines and circumstances.

We anticipate an individual who will:

- Enjoy the challenge of working on multiple projects as part of a team and be able to maintain a flexible approach to work planning; and
- Have the ability to draw on existing experience to make an immediate and significant contribution to the current and future work of UNEP-WCMC; and
- have a willingness to take on new challenges.

This is not a United Nations Post.

OUR OFFER

Job Title: Programme Officer

Team: Policy

Reporting to: Programme Officer/Senior Programme Officer

Job Reference: AD1503

Start date: As soon as possible

Salary: £30,500 - £36,000 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 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

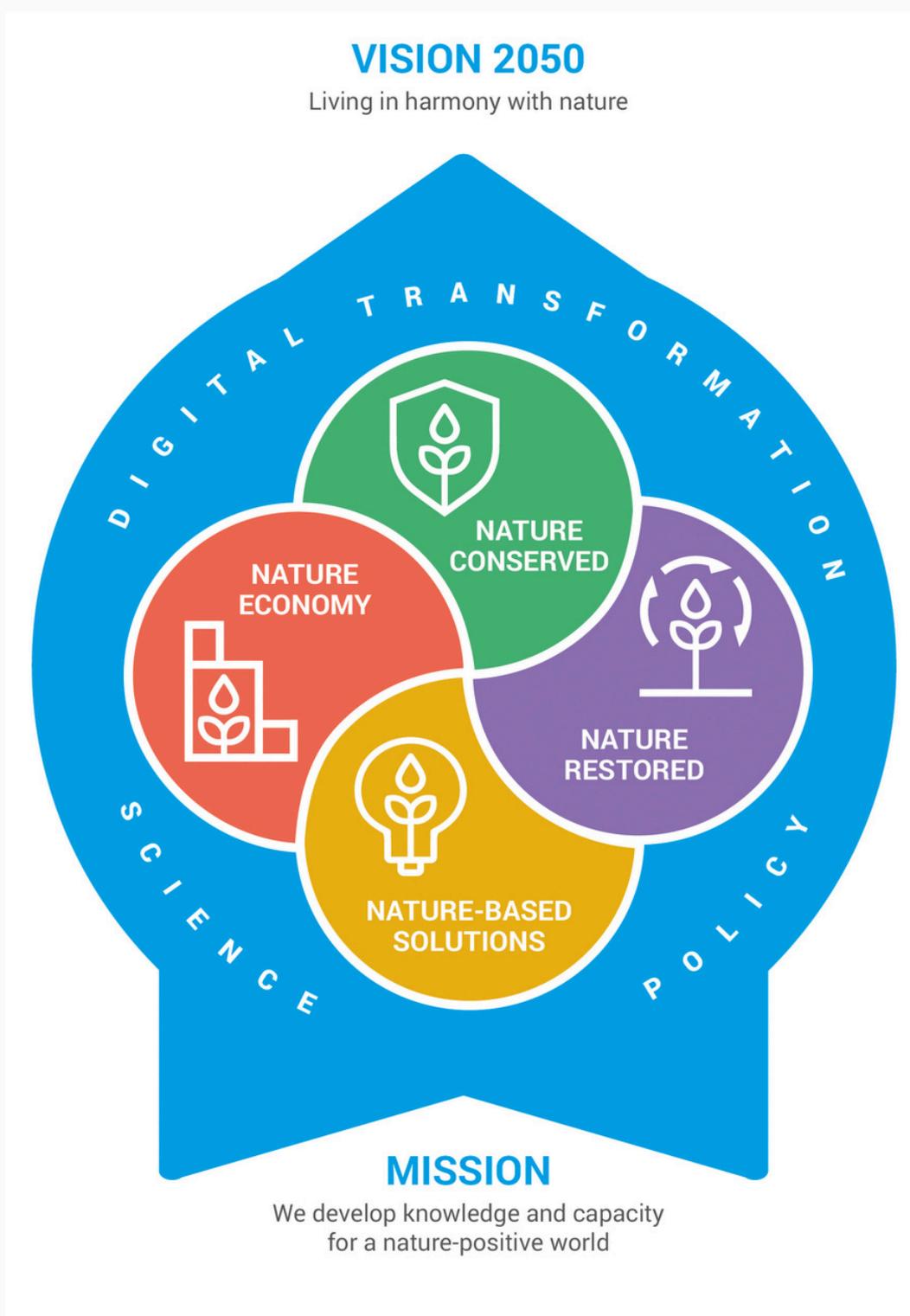
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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

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: 5th March 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

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www.unep-wcmc.org