

# WCMC

## AD1506 Events Assistant - Development and Communications 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 Events Assistant

We are seeking an Events Assistant to join our Development and Communications team on a part-time basis.

In recent years, UNEP-WCMC has grown to an organisation of over 250 staff members, the Events Team within the Development and Communications team lead and manage all internal events for staff and we now require a dedicated individual to manage these important events.

You will work with Development and Communications colleagues, the Social Committee and the CEO's Technical and Executive Assistant to deliver a variety of internal events. You will have an important role in all aspects of events planning and delivery - including logistics, liaising with external suppliers, staff communication, and facilitating the smooth running of the events themselves.

You will have strong organisational, interpersonal and time management skills as well as excellent attention to detail. You will be happy to support across the team but can also work independently. We are looking for an individual with a flair for events management and a keen interest in nature conservation.

## About the Team

The Development & Communications Team increases the visibility and reach of (and secures funding and resources for) the critically important work of UNEP-WCMC. We build the awareness and profile of UNEP-WCMC as a global Centre of Excellence on biodiversity and nature's contribution to society and the economy. Our goal is to maximise the impact of the Centre's work to deliver transformative change for people and planet.

Our growing team of 15 people encompasses fundraising, communications, events, strategic impact monitoring and marketing. Together we work with all of the programme teams across the Centre and with partners to build the knowledge, tools and capacity needed to design, fund, promote and deliver our projects as well as monitor the collective impact of our efforts.



# ABOUT THE ROLE

## Job Description

### Key Areas of Responsibility

#### Events:

- Planning and delivery of the annual All Staff Retreat (a two-day residential conference) including booking the venue, staff communication, managing the working group constructing the conference agenda, travel and accommodation arrangements, organising the evening social programme, on the day support, and post-event review and feedback.
- Planning and delivery of regular internal events such as the annual all staff meeting, monthly staff announcements, lunchtime seminars, and trainings, which include managing the technology required to deliver these events hybrid (where applicable) or supporting colleagues with the management of tech during their events, as well as staff communication, promotion and feedback.
- Planning and delivery of other staff social events including the summer BBQ and the Christmas party.
- Supporting the CEO's Technical and Executive Assistant with the planning and delivery of meetings and retreats as requested.
- Respond to requests from the Social Committee or Senior Management Team for additional internal event support across UNEP-WCMC.

#### Communications:

- Communicate internally with colleagues regarding upcoming events
- Communicate with external suppliers including caterers, venues, and travel providers

#### Administration:

- Budget management
- Event feedback review and development

### Other Duties

- The Events Assistant may be asked to support other events organised by the Events Team at UNEP-WCMC;
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

# Person Specification

## Qualifications/Education

### Essential:

- Demonstrable events management experience

### Desirable:

- BA or equivalent in Events Management

## Experience

### Essential:

- Experience of supporting events logistics and administration
- Experience of supporting the organisation and delivery of in person events such as meetings, workshops, and social events
- Experience of supporting the organisation and delivery of online and hybrid events via conference platforms including Zoom and MS Teams
- Experience of coordinating the design and development of events communications and promotion material
- Experience of team administration/assistance (e.g. prepare meeting agendas, research, tasks and follow up, calendar management, booking business travel)

### Desirable:

- Demonstrated interest and work experience in the environment or biodiversity sector

## Skills

- Excellent skills in organisation and work planning
- Excellent inter-personal skills and the ability to work in a team environment as well as autonomously
- Excellent IT skills (MS Excel, Word, PowerPoint)
- 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
- Fluency in written and spoken English

## Type of Person Required

The successful candidate will be an intelligent, highly competent and organised individual with an enthusiasm to take on new challenges.

They will be a problem solver, 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.**

# OUR OFFER

**Job Title:** Events Assistant

**Team:** Development and Communications

**Reporting to:** Senior Events Manager

**Job Reference:** AD1506

**Start date:** As soon as possible

**Salary:** £25,000 to £30,500 (pro rata) per annum, depending on skills and experience

**Contract:** Permanent, part-time 15 hours per week

**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

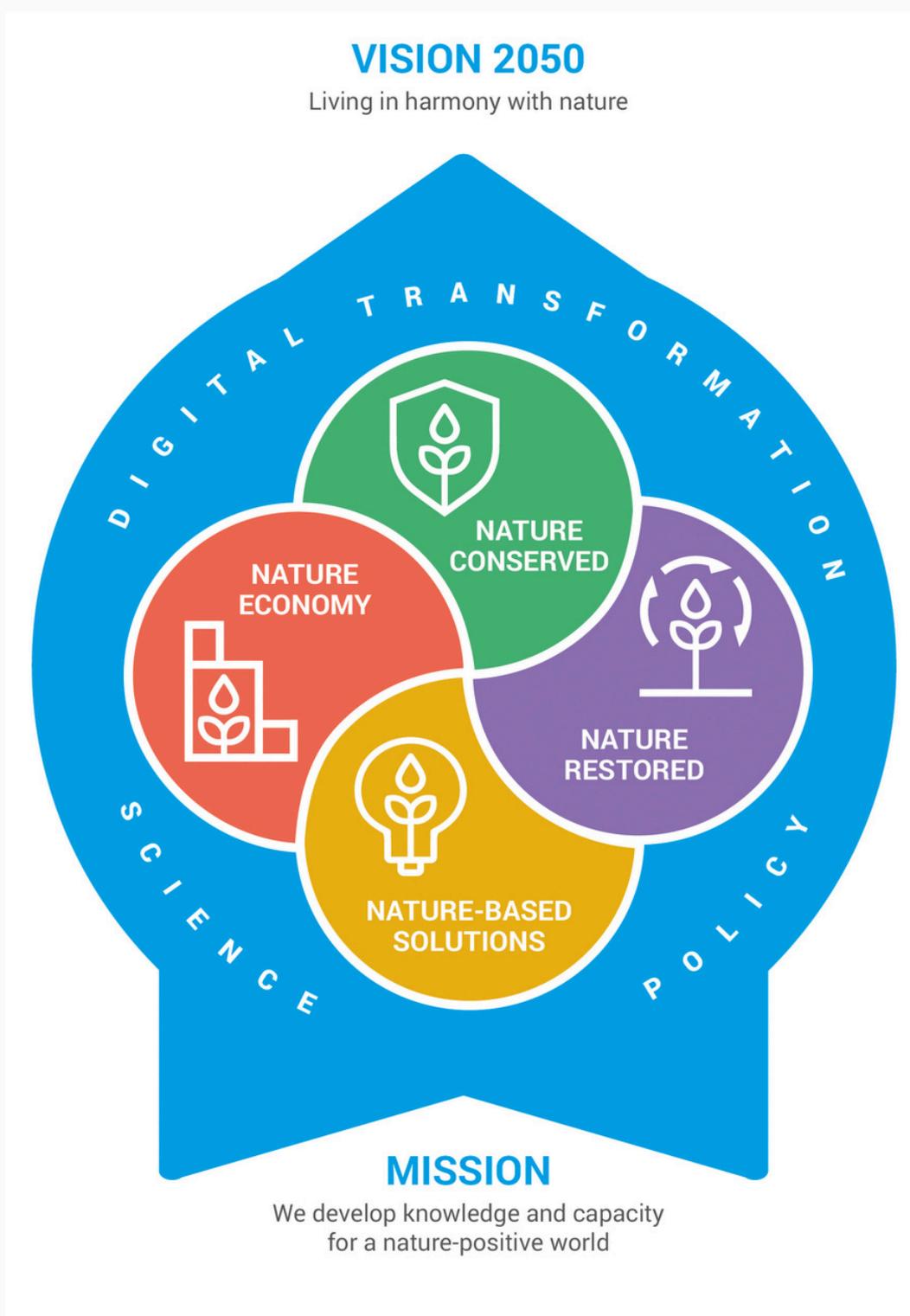
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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: 12th 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

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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