

A close-up photograph of a porcupine. The porcupine's face is in the center, with its eyes and a greyish snout visible. Its fur is dark brown, and its quills are a mix of yellow and black, standing upright. The background is a blurred natural setting.

**WCMC**

**AD1411 Programme Officer  
- Nature-based Solutions  
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).

UNEP-WCMC is a specialist Centre on biodiversity, and nature's contributions to society and the economy. The Centre is confronting the global crisis facing nature through its unique position in ensuring science, knowledge and insights shape global and national policy, and by working with partners around the world to build capacity and create innovative solutions to environmental challenges. The Centre 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 looking for great candidates to join our Nature-based Solutions team as Programme Officer.

The successful applicant will contribute to the work of the large and growing team focused on the Centre's Nature-based Solutions (NbS) Impact Area. This team of more than 20 people is responsible for an ambitious portfolio of work on the role of nature in helping to address climate change and other societal challenges, which includes work on ecosystem-based adaptation to climate change (EbA), climate change mitigation and nature for health and well-being.

You will be knowledgeable and have experience in at least one of these areas and have a history of working collaboratively, and of leading and contributing to projects. You will be skilled in the use of Geographic Information Systems such as QGIS. Ideally you will be experienced in working at the science-policy interface and internationally. Experience of developing project proposals would be an advantage. This position will give you the opportunity to contribute to implementing a portfolio of high-profile and innovative projects that support effective decision making on NbS, and to develop new work and contribute to shaping the future direction of our work in these areas.



# ABOUT THE TEAM

Our team works collaboratively to advance public and private sector use of nature-based solutions (NbS) to address sustainable development challenges, focusing particularly on climate change mitigation, ecosystem-based adaptation to climate change (EbA) and nature for health and well-being. We synthesise existing knowledge and experience to support wider understanding and appreciation of the multiple benefits that NbS can provide; recent examples include summarising evidence on the global potential of Nature-based solutions for climate change mitigation, a synthesis report on NbS for adaptation to support the Global Commission on Adaptation. Another key focus is developing and enhancing access to tools and knowledge to support NbS implementation. This has included developing a navigator to help practitioners and others access tools that can support EbA planning and implementation, and providing support on monitoring and evaluation for EbA. We also support development of legal, planning and policy frameworks that enable effective and scaled up implementation of NbS. This includes shaping new approaches and provided support to countries on safeguards and spatial planning for REDD+, supporting countries and others on integrated spatial planning for climate and nature, work on enhancing private sector uptake of NbS for infrastructure resilience, and new work on providing coordinated access to data from the multiple disciplines that are needed to support a One Health approach.

We work as one organisation. So, while our projects, partnerships and collaborations form the basis of the Nature-based Solutions team's focal initiatives, they are delivered across the whole Centre.





# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

The person appointed will play a key role in the in the work of the large and growing team focused on the Centre's Nature-based Solutions (NbS) Impact Area. The team is responsible for a varied range of work on the role of nature in helping to address climate change and other societal challenges, especially through Ecosystem-based Adaptation, Climate Change Mitigation and Nature for Health and Well-being. It aims to provide authoritative information to support decision-making on and uptake of Nature-based Solutions (NbS). The new staff member use their wide range of talents, including GIS skills, to help implement and contribute to developing projects addressing some or all of these issues. In time, they will lead one or more small to medium-sized projects.

### Key Areas of Responsibility

- Make substantial contributions to the implementation of projects and other initiatives that support effective decision making on NbS (Ecosystem-based adaptation -EbA; Climate change mitigation – including REDD+; and NbS for health and well-being). This may include:
- Developing and implementing effective work plans to achieve project objectives.
- Drawing on expert input, evaluating evidence and analysing or synthesising data (may include use of Geographic Information Systems), identifying/assessing policy options and producing accurate and clearly written publications, reports, web materials and other outputs.
- Working internationally to collaborate with government staff and other stakeholders on joint initiatives and contribute to capacity building, convening workshops and/or training sessions.
- Facilitating transfer of lessons and linkages between these existing work areas.
- Contribute to the development of new NbS projects as above.
- Manage junior staff and interns, and work alongside other colleagues, including experts on REDD+ and adaptation, policy specialists, economists and GIS technicians.
- Contribute to the smooth running of the programme by taking part in strategic planning and taking on a limited number of non-project tasks, as needed.
- Represent UNEP-WCMC to external audiences and partners, including at relevant international Convention meetings, conferences and workshops.

### Other Duties

- Extend own knowledge of scientific and policy issues relevant to the work of the Team.
- Participate in WCMC planning and management processes.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.



# Person Specification

## Qualifications/Education

### Essential:

- Post-graduate degree in biological sciences, geography, ecology, environmental sciences, economics, social sciences or similar

### Desirable:

- PhD or equivalent experience in biological sciences, geography, ecology, environmental sciences, economics, social sciences or similar.

## Experience

### Essential:

- Good understanding of the conceptual basis for Nature-based Solutions (NbS) to address climate change adaptation, climate mitigation or health and wellbeing, and how they relate to each other and to issues in biodiversity conservation.
- Knowledge and experience of issues and practice in ecosystem-based adaptation (EbA), climate change mitigation, or approaches for addressing health and well-being.
- Experience of working at the science/policy interface in fields relevant to Nature-based Solutions (NbS).
- Experience of developing useful science-based information and materials for decision-makers.
- Experience of working in Africa, Latin America & the Caribbean or Asia-Pacific regions.

### Desirable:

- Experience working with or within a government on policy development and implementation.
- Experience of developing good working relations with key decision makers in public or private sector.
- Experience of capacity building on technical issues.
- Detailed knowledge of REDD+ and/or EbA
- Experience of data analysis (spatial and statistical), to support decision making.
- Experience of contributing to development of project ideas and proposals.
- Experience of managing staff and/or projects.
- Experience of working in a second language.

## Skills

- Strong skills in analysis and critical review of scientific information and writing concise syntheses that help to answer specific questions.
- Strong communication skills (written and spoken) and willingness to make presentations to international audiences.
- Willingness to build and maintain professional relationships with colleagues and collaborators
- Good at working in a team.
- Able to prioritise and balance competing demands on time and to seek support or delegate as appropriate.
- IT skills – ability to use word-processing, email, and spreadsheet software. Expertise in the use of one or more GIS software applications.
- Fluency in written and spoken English. Fluency in Spanish or French is very desirable.



## **Type of Person Required**

Intelligent, well organized team player, able to work under pressure and on multiple projects.

## **Other Relevant Information**

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but will likely need to travel internationally in the future (subject to restrictions), including to developing countries, to fulfil the requirements of this position



# OUR OFFER

**Job Title:** Programme Officer

**Team:** Nature-based Solutions

**Reporting to:** Senior Programme Officer

**Job Reference:** AD1411

**Start date:** ASAP

**Salary:** GBP £30,000 to GBP £33,000 per annum, depending on skills and experience

**Contract:** Permanent, Full-time

**Location:** The post holder will be expected to reside in the UK. We have a flexible hybrid working policy in place, for further details, please see below. We are usually able to offer visa sponsorship to the preferred applicant.

***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. The WCMC Flexible Working Policy is a pilot scheme, whereby employees are 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 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.
- 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

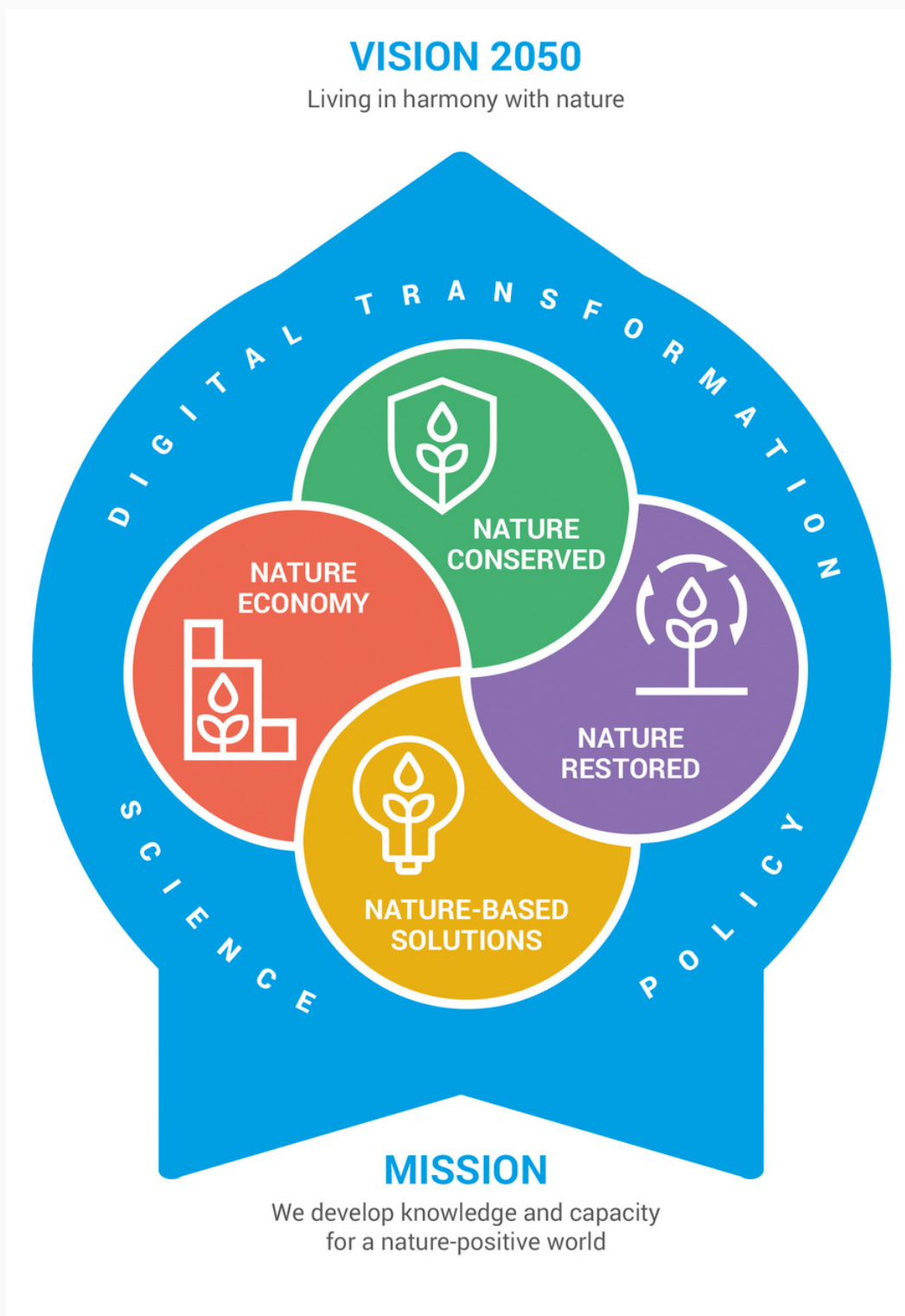
Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

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 courses which include: management development; coaching culture; resilience; negotiation; pitching and closing a deal, for example.
- 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 world class 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 homemade 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 carried out 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. 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 [CV](#) and a [short covering letter](#) through this [link](#).

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 May 2023**





# WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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