



WCMC

Senior Programme Officer
Application Pack

Thank you for your interest in the role of Senior Programme Officer within the Nature Restored team at UNEP-WCMC

We are seeking a Senior Programme Officer to take on a leading technical role as one of the senior staff in the Nature Restored Team with responsibility for developing proposals, delivering projects and other initiatives and building partnerships relating to sustainable agriculture.

As part of the role the post holder will coordinate the internal Sustainable Agricultural Landscapes Focal Initiative, ensuring it is well coordinated with the Centre's other work on agriculture and soft commodities. The recently formed 'Nature Restored' Impact Area will support the global community to scale up restoration ambitions at local to global scales via legal, policy and planning frameworks.

The post holder will build and coordinate delivery of a portfolio of projects that contributes to integrating biodiversity concerns into agricultural policy, planning and landscape management, and achieving the Impact Area outcomes and the Centre's long-term impacts. The post holder may also be required to contribute scientific evidence to global debates on sustainable agriculture and food systems, and to the development of global targets and indicators where agriculture and biodiversity interact.

The post holder will work with stakeholders in the agricultural and environmental sectors amongst others, including national governments, intergovernmental processes, and a wide network of national and international partners to drive forward ambitions and catalyze impact under the UN Decade on Ecosystem Restoration and beyond. They will work across the Centre to facilitate an accessible knowledge base, allowing planners and practitioners to prioritise effective restoration efforts that deliver measurable, long-term environmental, social and economic benefits.

ABOUT THE TEAM

Nature Restored team is a dynamic team building an impactful role in restoration science, policy and implementation for people and nature. We play a central role in the UN Decade on Ecosystem Restoration including in the launch, development of the monitoring framework and identification of flagship initiatives. Our portfolio of work recognises the underlying drivers of the current biodiversity crisis. One focus is sustainable agricultural landscapes, with work ongoing that aims to improve Cocoa production in West Africa. We also have a hub of marine expertise working on Ocean Recovery through improved data mobilisation, management and use in planning and governance.

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



ABOUT THE ROLE

Job Description

Key Areas of Responsibility

Contribute to delivery of the Centre's strategy by coordinating the Sustainable Agricultural Landscapes Focal Initiative to support the achievement of relevant strategic outcomes and impacts and contributing to:

- The transformation of unsustainable approaches to the management of agricultural landscapes towards truly regenerative, nature-positive and carbon-neutral models of food production.
- The understanding of risks, opportunities and trade-offs between different objectives in agricultural landscapes and improving policy coherence with wider land-use processes.
- Thought leadership and strategic planning to strengthen the Centre's place within the sustainable agriculture agenda, identifying and capitalising on new opportunities.
- Take a leading role in developing, resourcing, managing and delivering a portfolio of impactful projects that harness the Centre's skills, competencies and networks.
- Effective project and portfolio oversight, ensuring that project design, budgeting, contracting, implementation, monitoring, reporting and review are compliant with the Centre's systems, and that management information flows accordingly.
- Coordinate and compile publications, reports and other outputs, using the Centre's quality assurance procedures to ensure outputs meet the Centre high quality expectations.
- Represent UNEP-WCMC at relevant conferences, workshops and other specialist meetings, and oversee the organisation of such meetings where required.
- Manage and expand relationships with key sustainable agriculture partners and networks, including national governments, international organisations and conventions, key research organisations, the private sector, non-governmental organisations, and other relationships as necessary.
- Coordinate fundraising and project development to support the Sustainable Agricultural Landscapes Focal Initiative, the Centre's activities and those of its partners.
- Support, share and promote sustainable agriculture across the Centre's relevant Focal Initiatives and project portfolios so that appropriate skills and expertise help achieve relevant strategic outcomes.
- Work closely with other senior staff in the Nature Restored Impact Area to ensure the team are productive and happy.
- Matrix manage delivery teams and supervise the work of Programme Officers, interns, students, volunteers and consultants, as appropriate, in project implementation and in support of achieving the Centre's outcomes and impacts.
- Ensure adherence to and application of all relevant staff policies and procedures established by UNEP-WCMC.
- Undertake continuing professional development, as agreed with the Centre's people team and line manager.
- Work towards monthly and annual core goals as agreed with the line manager.
- Support the Head and Deputy Head of Nature Restored, by undertaking other duties as may be required from time to time commensurate with the level of the post.

Other Duties

At some point in the future, the post holder may be required to undertake international travel on behalf of the Centre once travel restrictions have lifted.

Person Specification

Qualifications/Education

Essential:

- Undergraduate degree in agricultural or environmental sciences, geography, social sciences or similar.

Desirable:

- Higher Degree in natural or social sciences (including sustainable agriculture, environmental science, international relations).

Experience

Essential:

- Working in the broad field of sustainable agriculture, including knowledge of the current evidence-base, of global narratives and of global and/or national policy developments.
- Building programmes of work, including proposal development and fundraising.
- Developing strong and productive personal and institutional relationships.
- Working at the science-policy interface, using evidence to inform decision-making.
- Engagement with agricultural policy processes at international level, for example within Multilateral Agreement Secretariats or national government teams.
- Leading initiatives, including relationship, portfolio and budget management.

Desirable:

- Knowledge of project accounting and financial management.
- Demonstrable experience in managing large grants, including financial management and reporting and narrative reporting.
- Experience of Deltek ERP system.
- Experience of working in a charity.

Skills

- Extensive and demonstrable understanding of the issues and concepts related to sustainable agriculture from ground to policy level, including the drivers and pressures that underpin complex food systems in the context of sustainable agricultural landscapes.
- Leadership of a portfolio of projects, strategic thought about the future direction of whole programmes of activity and implementation of steps to achieve the strategic goals.
- Excellent work planning and ability to work to tight deadlines whilst prioritizing amongst multiple competing responsibilities.

- Demonstrable ability to synthesise and clearly communicate complex technical information to non-specialist audiences.
- Excellent communication skills, including presentation skills and persuasiveness.
- Demonstrable ability to oversee the production of high-quality outputs, such as reports, website content, and communication materials.
- Demonstrable ability to both lead and contribute to a team, and to work autonomously.
- Excellent interpersonal skills, and the ability to interact effectively with a wide variety of colleagues and partners from different cultural perspectives.
- Excellent project, portfolio and budget management.
- Excellent office IT skills.
- Fluency in written and spoken English; skills in other UN languages would be desirable.

Type of Person Required

The successful candidate(s) will be able to take on an important leadership role within the 'Sustainable Agricultural Landscapes' Focal Initiative. They will have a strong grounding in the agricultural/food systems community and be eager to use this understanding to propel and enhance efforts to change how decision makers view the significance and value of biodiversity. They will be highly knowledgeable in their field, and excel in writing and presenting clearly, with a strong eye for technical accuracy and policy nuance.

They should have demonstrable ability to lead teams, which may include people from many different cultural backgrounds and work sectors. They should be confident and comfortable liaising with networks/partnerships of varied organisations. They should enjoy the challenges of working analytically at the science-policy interface on issues of global importance and seeing the bigger picture.

The individual will be a highly motivated self-starter, with an appropriate balance of enthusiasm and realism for finding solutions of global biodiversity challenges. They will be able to maintain a flexible approach to work planning, so they can take advantage of emerging strategic opportunities.

OUR OFFER

Job Title: Senior Programme Officer

Team: Nature Restored

Reporting to: Deputy Head of Impact Area

Job Reference: AD1294

Start date: TBC

Salary: GBP 37,000 to GBP 56,000 pa

Contract: Permanent, Full time (may consider part-time)

Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK.

This is not a United Nations Post

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
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave
- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

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 include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal 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.



ABOUT UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."

Jonny Hughes, CEO of WCMC

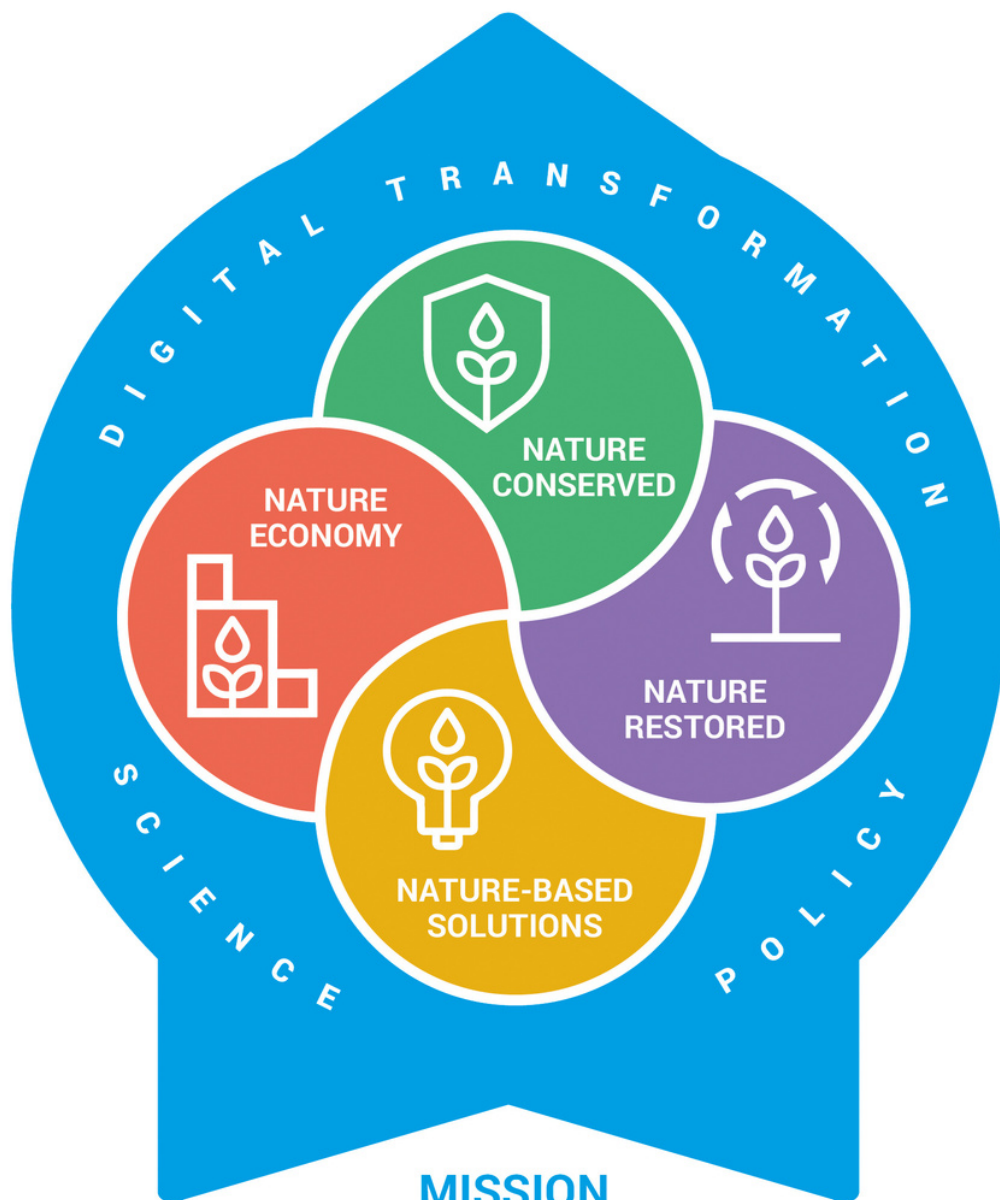


Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

VISION 2050

Living in harmony with nature



We develop knowledge and capacity for a nature-positive world



The people

We have around 180 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

Our 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 also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

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).

We have 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 [personal details form](#) and send them together with your [2 page CV](#) 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: 15th March 2022.



WCMC

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