

WCMC

Communications Officer Application Pack



Thank you for your interest in the role of Communications Officer in the Development & Communications Team at UNEP-WCMC

We are looking for a Communications Officer to join our growing Development and Communications team. This exciting new role has been created to drive communications for new high profile projects which are set to deliver significant outcomes for global nature conservation.

You will work closely with our expert conservation science programme teams and Development and Communications colleagues to develop and execute high quality communications plans aimed at raising our profile and increasing engagement from key audiences, which range from major conservation organisations and donors to government and policy officials, leading scientists and international businesses. In particular, you will drive the strategic creation and coordination of a pipeline of high quality, multi-channel content for flagship UNEP-WCMC projects.

We are looking for an individual with a flair for creating engaging and compelling communications 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 11 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

Communications Content:

- Work directly with programmes teams to develop and execute communications plans to promote their work.
- Coordinate the creation of communications materials for funded projects for use across all communications channels including designed reports, infographics and videos.
- Write high quality content for specific funded projects for use across multiple channels including press releases, news pieces and social media posts.
- Support the communications team to develop and deliver communications content to increase visibility and reach of UNEP-WCMC.

Communications Strategy:

- Support the Senior Communications Officer and wider communications team to deliver a communications strategy backed by clear targets to maximise the profile and reach and profile of the Centre's work.
- Work closely with colleagues in UNEP Nairobi to ensure communications messages are aligned and mutually reinforcing.
- Support the Senior Communications Officer to deliver training build capacity of UNEP-WCMC staff across all programmes to communicate effectively about the work of the Centre.
- Scan media and communications marketplace to keep up-to-date on the latest trends.

Other Duties

- Undertake any other duties as may reasonably be required in this post.

Person Specification

Qualifications/Education

Essential:

- BA in English, Journalism, Marketing or equivalent professional communications-related qualifications.

Desirable:

- Professional qualifications in communications, PR and/or creative communications work.

Experience

Essential:

- A solid track record in creating strategic and impactful written and visual PR and communications content for a variety of channels and public and professional audiences.
- Demonstrable experience of developing and implementing successful communications plans backed by clear targets.
- Demonstrable experience of coordinating communications across multiple programmes and teams.
- Demonstrable experience of building effective working relationships both internally and externally.

Desirable:

- Experience working in an international organisation.
- Prior experience working within the environmental and/or charity sector.
- Experience of planning, creating and editing high quality video content for a variety of platforms and audiences.
- Demonstrable experience delivering advocacy/campaigns-driven communications.

Skills

- Excellent copy writing and editing abilities.
- Highly creative and a keen visual eye for detail.
- Ability to produce high quality content quickly and to tight deadlines.
- Ability to communicate complex topics.
- Excellent language and communications skills.
- Good leadership skills, and the ability to motivate and develop staff at all levels.

Type of Person Required

Passionate about nature conservation, the successful candidate will be a highly creative natural communicator with a wealth of knowledge and understanding about how to strategically use communications to increase the profile, visibility and impact of organisations. They will be a self-starter, driven and flexible, working alongside a dynamic and supportive team to further develop the Centre's communications efforts. They will also be a keen supporter of others, passionate about building the capacity of all staff to compel and inspire through their communications messages.

OUR OFFER

Job Title: Communications Officer

Team: Development and Communications

Reporting to: Senior Communications Officer

Job Reference: AD1292

Start date: TBC

Salary: GBP 27,000 to GBP 33,000 pa

Contract: FTC 12 months

Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK. This role is not suitable for sponsorship.

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

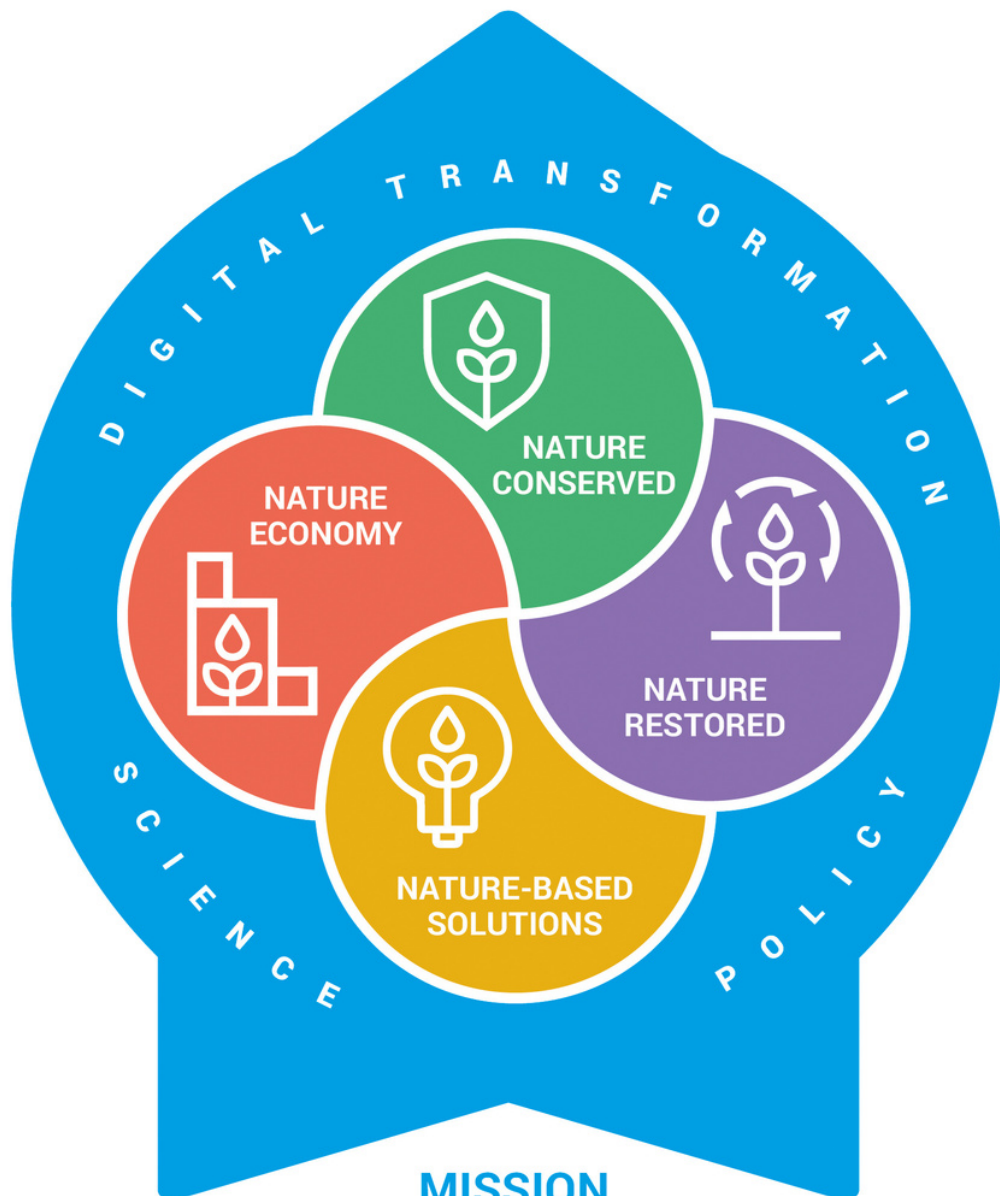


Our strategy

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



MISSION

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 challenging post where you can shape the communications of a high impact and growing organisation, 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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