



WCMC

**Executive Assistant
Application Pack**

Thank you for your interest in the role of Executive Assistant at UNEP-WCMC

Join us at an exciting time of growth and change in a crucial role within our organisation as Executive Assistant to the WCMC CEO. Our dedicated, professional team includes around 190 scientific and support staff, as well as a continually changing line-up of student interns, collaborating postgraduate candidates and visiting honorary fellows. Our culture is built around innovative collaboration: the Centre is able to adapt quickly and responsively to changing needs for specialist services.

We are driven by our mission and provide a stimulating and supportive work environment that offers our team exposure and access to interesting people and new ideas. Our organizational values reflect our diverse, supportive and welcoming culture and are fundamental in developing and encouraging our success.

The Centre's staff are passionate, experienced, ambitious and results orientated, providing you with a brilliant opportunity to develop and contribute your own skills. In addition to the training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions, enhanced family benefits that offers greatly improved pay for parents taking maternity/shared parental leave/adoption leave/paternity leave.



ABOUT THE ROLE

Job Description

The main purpose of the job is to provide Executive Assistant functions to WCMC Chief Executive Officer and support the WCMC Board and other members of the senior management time as may be required.

Key Areas of Responsibility

- Provide effective support and assistance to the WCMC Chief Executive Officer (and other senior staff as may be requested by the WCMC CEO) including, but not limited to:
 - Acting as a trusted sounding board for, and assisting the WCMC CEO in the effective and efficient planning and delivery of, sometimes competing, priorities;
 - Assisting with and/or leading the preparation of presentations - some of which will demand technical/scientific knowledge;
 - Planning, organizing, note taking and action log administration for meetings;
 - Managing diary including proactive appointment making and taking phone calls as required;
 - Preparation of pre-meeting briefings and accurate formatting of papers;
 - Helping organize travel and accommodation;
 - Collating and filing expenses;
 - Acting as a principal liaison point for the WCMC CEO as required.
- Coordination of all WCMC Board and Senior Management Team related administration including:
 - Preparation, accuracy checking, formatting and distribution of SMT and Board papers for each SMT and Board of Trustees meeting;
 - Minute taking and Action Point follow up at Board meetings and other meetings as required.
- Supporting and coordinating corporate aspects of organisational governance compliance and reporting - working with the Head of Operations and Company Secretary as directed by the WCMC CEO.

This job description is not exhaustive, and the post holder may be expected to carry out other reasonable responsibilities not defined in this job description. This role demands a high degree of flexibility, professional integrity and confidentiality.

Person Specification

Qualifications/Education

Essential:

- Degree qualified in a subject related to the work of the Centre.

Desirable:

- Masters degree qualified in a subject related to the work of the Centre.

Experience

Essential:

- Previous experience of providing administrative support at CEO/Director level.
- Knowledge in the subject of biodiversity.
- Experience of minute taking.
- Experience of Board paper collation and formatting and arranging Board meetings.
- Experience of managing conflicting priorities, while maintaining accuracy and achieving required outcomes.

Desirable:

- Experience of working within Universities and Higher education, Charity / Not for Profit, NGOs or Scientific Organisations.

Essential Skills

- Ability to take initiative to make improvements to administrative processes.
- Accurate and attentive.
- Demonstrable communication and interpersonal skills.
- Excellent telephone and written communications manner.
- Computer literacy including developed skills in using Microsoft Office applications.
- Commitment to meeting deadlines and the ability to respond positively to these even at short notice.
- Understanding of the importance of confidentiality and dealing with sensitive information
- Excellent writing skills (including technical writing).
- The ability to research, collate and evaluate information.

Type of Person Required

This is an important post to the Directorate team and will work closely with the WCMC CEO. The post holder should be highly approachable and professional with a positive and friendly attitude. The individual will be dependable even under pressure from competing priorities, unpredictable requests and interruptions. Working well with other colleagues in the Directorate team, the post holder will demonstrate the flexibility to assist other areas of the organisation as needed.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners.

OUR OFFER

Job Title: Executive Assistant

Team: Directorate

Reporting to: Head of People

Job Reference: AD1296

Start date: ASAP

Salary: GBP 27,000 to GBP 32,000 pa depending on skills and experience

Contract: Permanent

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 as appropriate to your role.
- 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

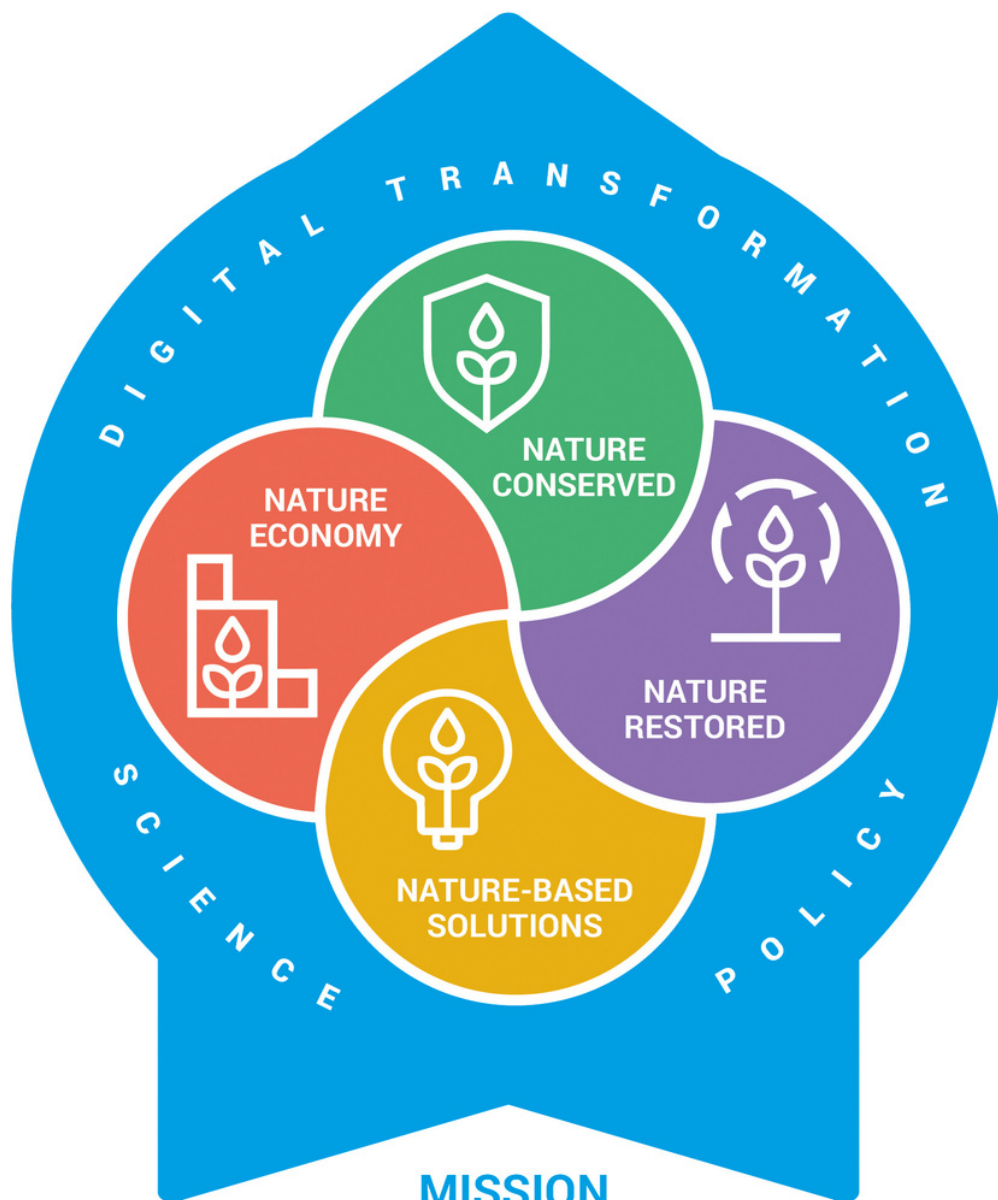


Our strategy

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 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: 20th March 2022



WCMC

LEARN MORE ABOUT US:



@unepwcmc



@unepwcmc



UNEP-WCMC

www.unep-wcmc.org