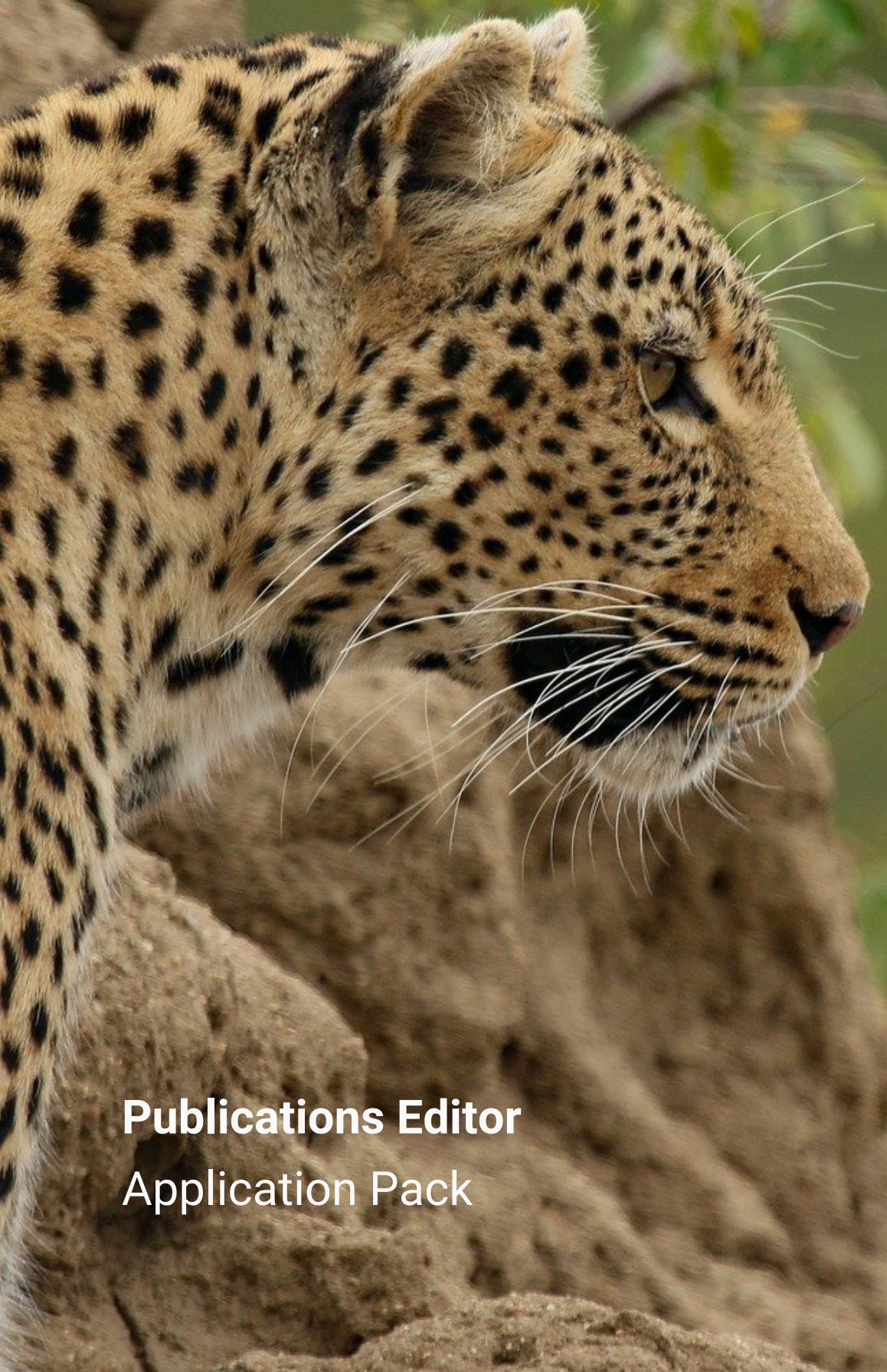


WCMC



Publications Editor
Application Pack

Thank you for your interest in the role of Publications Editor within the Communications & Development team at UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a specialist Centre on biodiversity. We operate as a collaboration between UNEP and WCMC, a UK-registered charity. Together, we are confronting the global crisis facing nature. UNEP-WCMC has a leading role in producing landmark reports and publications which provide critical insights into the state of the world's biodiversity, with recent examples including the [Protected Planet](#) report and UNEP's [#GenerationRestoration](#) report. With so much importance being placed on nature for the future prosperity of people and the planet, there really is no better time to join an expert, innovative and forward-thinking conservation organisation.

This is an exciting opportunity for an experienced individual to take a leading role in maximising the strategic impact of the Centre's publications. In this newly created role, you will help drive the delivery of high quality publications from UNEP-WCMC. You will work closely with the Head of External Affairs, colleagues in the Development and Communications team and the Centre's conservation science programmes to ensure publications are aligned with and contribute to our overarching communications, advocacy and campaigns strategies. You will oversee the process of submitting publications to the UNEP Publications Secretariat, as well as overseeing our quality assurance process to maintain a consistently high standard of publications, and taking a leading role in sub-editing content, checking for tone, style and key messaging. You will act as the lynchpin of our publications work and as a bridge between the Centre's scientific experts and its communications staff.

We are looking for a knowledgeable and creative individual, with experience in a journalistic or journal publication setting, a flair for writing, 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

An experienced communications professional, this newly established role will assure the high quality of reports and other publications produced by the Centre by overseeing the quality assurance process and sub-editing key documents. You will also act as a key liaison with UNEP colleagues in Nairobi and manage UNEP-WCMC's submissions to the UNEP Publication Board for approval.

The ability to write copy quickly, to a high standard is essential, as is an exceptional eye for detail and the ability to provide confident and constructive feedback.

Key Areas of Responsibility

- Oversee the implementation of the UNEP-WCMC quality assurance process.
- Sub-edit reports, briefing papers and other documents intended for external use to ensure a consistency of quality, tone and key messaging.
- Manage UNEP-WCMC's submission of proposed key publication outputs to the UNEP Publication Board.
- Work with the Head of External Affairs and wider communications team to ensure publications are aligned with and contribute to the communications strategy for UNEP-WCMC.
- Work closely with colleagues in UNEP to ensure communications messages are aligned and mutually reinforcing.
- Build capacity of UNEP-WCMC staff across all programmes to produce high quality reports and publications which communicate effectively about the work of the Centre.

Other Duties

Undertake any other duties as may be required from time to time commensurate with the level of the post, and adhere to such targets as may be communicated by their line manager.

Person Specification

Qualifications/Education

Essential:

- BA in social sciences, communications or equivalent.

Desirable:

- Other relevant qualifications.

Experience

Essential:

- Demonstrable experience of sub-editing reports and publications.
- Demonstrable experience of managing quality assurance processes for written content.
- Demonstrable experience creating strategic and impactful communications.
- Demonstrable experience of coordinating across multiple programmes and teams.
- Demonstrable experience of building effective working relationships both internally and externally.

Desirable:

- Experience working in a journalistic setting.
- Experience working in an international organization.
- Experience supporting scientific journals and similar publications.

Skills

- Excellent writing and editing abilities.
- Keen eye for detail and an ability to provide constructive feedback.
- Coordination and people management skills.
- 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 natural communicator with a wealth of knowledge and understanding about the importance of concisely written and compelling content for effective communication and to maintain the credibility of an organization.

They will be a self-starter, driven and flexible, working alongside a dynamic and supportive team, to ensure the Centre's communication efforts are always of a high quality and achieve real impact. 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: Publications Editor

Team: Communications and Development

Reporting to: Head of External Affairs

Job Reference: AD1300

Start date: TBC

Salary: £37,000 - £44,000

Contract: Permanent, full-time

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

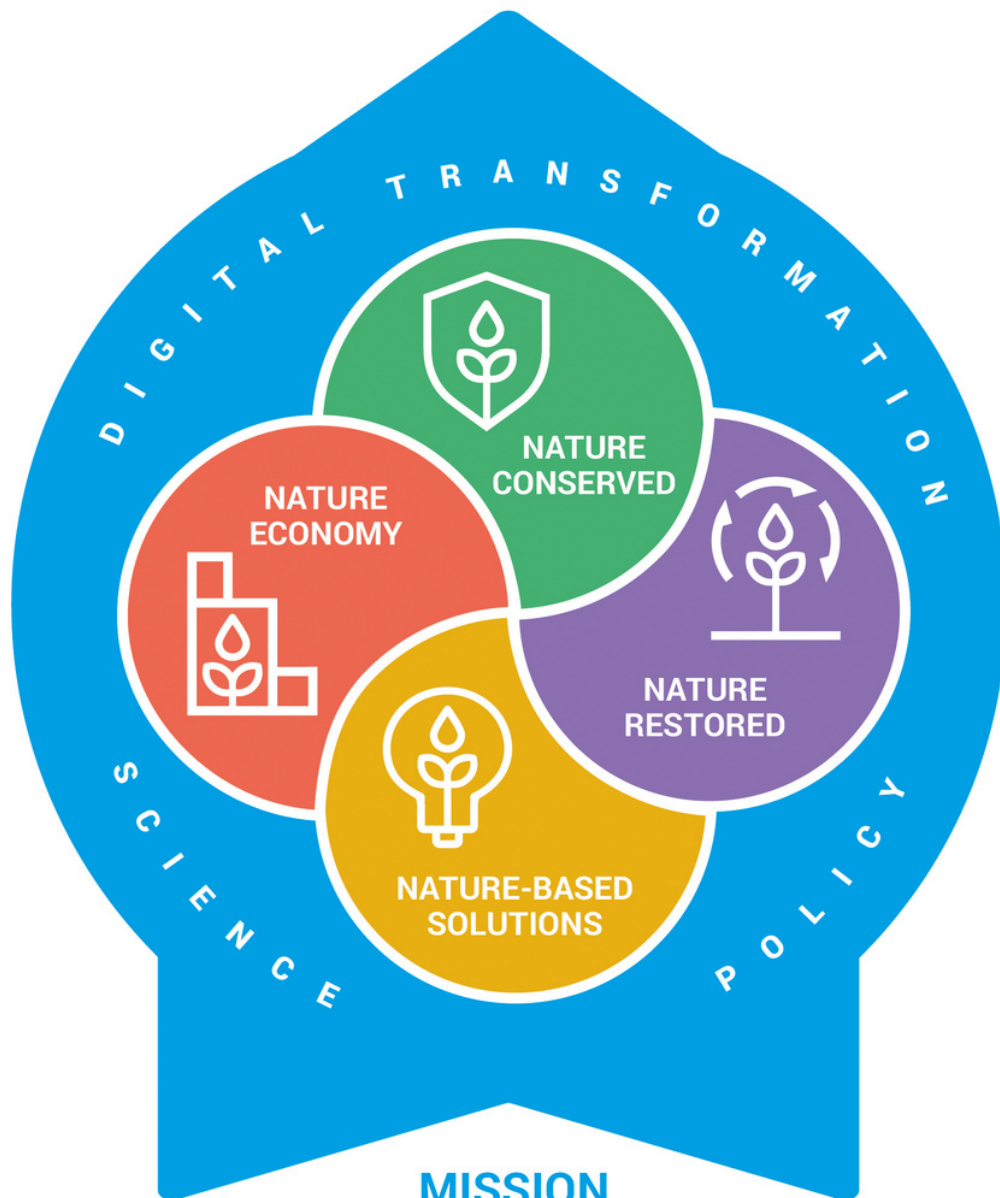


Our strategy

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



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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UNEP-WCMC

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