

WCMC



Programme Officer - Nature Conserved
Application Pack

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

We are looking for a highly-motivated and experienced French-speaking Programme Officer to support projects relating to protected and conserved areas, predominantly in the Congo Basin and West Africa. Applicants should have experience of working in the area of protected and conserved areas, ideally in (or with partners in) West or Central Africa. Experience in relation to protected area effectiveness (encompassing one or more of management effectiveness, governance quality, or conservation outcomes) would be highly valued, as would familiarity with the concept of 'other effective area-based conservation measures' (OECMs). We are looking for someone who can produce high quality written outputs for a variety of audiences, particularly scientific and technical reports. Experience of building and managing relationships with diverse groups of stakeholders, such as governments and NGOs, is essential. You will hold a degree in a field related to biological sciences, geography, environmental management, data sciences or similar, and will possess strong technical skills. You will also have great organisational, communications and planning skills.

We will provide you with the challenge of working on high profile conservation projects where your work really makes a difference to the field of conservation. Your key areas of responsibility will include working with national governments and other stakeholders to support progress towards global targets for protected and conserved areas. You will coordinate partners to develop roadmaps for identifying, mapping and reporting data on existing protected and conserved areas; to develop plans for measuring and enhancing protected and conserved area effectiveness; and support spatial planning for the future expansion of protected and conserved areas. In addition, you will support regional and national partners across West and Central Africa – and other French speaking countries – to provide up to date data to the Protected Planet Initiative. You will have the opportunity to manage projects (or components of projects) to time and budget, and to lead or coordinate science and policy relevant analyses, ensuring outputs are consistently delivered to the high quality reflective of UNEP-WCMC's standards. This role will also provide you with the opportunity to represent UNEP-WCMC at external meetings and workshops. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to take action for nature. We do this by equipping governments and partners with trusted science, data, and policy advice to support better decision-making for the benefit of people and nature. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that it is accessible and is driving decision-making across sectors and scales. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of 34 people plays a central role in high profile collaborations that are at the leading edge of efforts to deliver a nature-positive world. This includes: delivering the [Protected Planet Initiative](#), a global platform for knowledge and data on the status and trends of protected and conserved areas; our work in support of global, regional and national efforts to regulate the international trade in wildlife; our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world; and our input to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity.

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



ABOUT THE ROLE

Job Description

This role will support UNEP-WCMC's Protected Planet Initiative, particularly supporting multi-stakeholder and participatory work with partners in West and Central Africa, aimed at mapping and expanding protected and conserved area networks while enhancing their effectiveness.

Key Areas of Responsibility

1. Build and maintain successful working relationships with a variety of stakeholders, including national governments, non-governmental organisations, indigenous people and local communities, and the scientific community.
2. Collaborate with national governments, in-country experts and multiple stakeholders, using participatory approaches to deliver project objectives in the Congo Basin. Project objectives include coordinating partners to develop roadmaps for identifying, mapping and reporting data on Other Effective Area-based Conservation Measures (OECMs), enhance monitoring of the effectiveness of protected and conserved areas, and develop spatial plans to achieve national and global protected and conserved area targets.
3. Act as focal point for the Protected Planet Initiative for French-speaking countries, particularly in relation to West and Central Africa. This entails engaging with regional partners to secure data for Protected Planet, providing training, and providing support to the region on OECMs.
4. Coordinate the development and delivery of activities that contribute to implementation of the UNEP-WCMC and Protected Planet Initiative strategies, ensuring projects are managed and delivered on time and to budget.
5. Coordinate the production of high quality scientific, technical and policy relevant outputs, particularly relating to the coverage and effectiveness of protected and conserved areas, and potentially spatial planning.
6. Coordinate and provide advice and support to internal and external users on the submission, application and analysis of protected areas datasets, including training as required.
7. Line manage staff and interns and provide oversight to other colleagues for project delivery.
8. Represent UNEP-WCMC at relevant conferences, workshops and other specialist meetings to promote and raise the profile of the Centre.

Other Duties

- Contribute to the operation and administration of the Nature Conserved Impact Area and the Centre.
- Extend your own knowledge of scientific and policy issues relevant to the work of the Protected Planet Initiative and the wider UNEP-WCMC Strategy.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

An undergraduate degree in a field related to biological sciences, geography, environmental management, data sciences or similar.

Desirable:

Post-graduate degree / diploma / certificate in a field related to biological sciences, geography, environmental management, data sciences or similar.

Experience

Essential:

- Experience of working in the field of protected and conserved areas.
- Written and spoken English and French.
- Building and managing strong and effective relationships with diverse groups of stakeholders, for example with governments, NGOs etc.
- Delivery of successful projects, to time and on budget.
- Producing high-quality scientific and policy relevant outputs such as reports, infographics, website content and/or presentations.

Desirable:

- Experience in the field of protected and conserved areas in a French-speaking country, ideally in West or Central Africa.
- Database management, data analysis and using spatial tools such as GIS.
- Experience in the field of spatial planning.
- Coordination of participatory processes, particularly with indigenous people and local communities.
- Experience working at the science/policy interface in the field of international biodiversity conservation.

Skills

- Excellent interpersonal and networking skills.
- Excellent writing and proofreading skills with the ability to produce clear, concise and well-presented materials for a range of audiences.
- Strong project and budget management skills.
- Excellent organization, work planning and time management, including the ability to work in a team environment as well as independently.

Type of Person Required

We are seeking a fluent French-speaker who is flexible and intelligent, with proven project and data management skills. They will have a passion for conservation, the capacity to see the solutions to challenges, and the ability to adapt to changing situations.

Special Circumstances

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK. Occasional international travel may be required to fulfil the requirements of this position.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners, including government officials. They may be required to travel, including internationally.

OUR OFFER

Job Title: Programme Officer

Team: Nature Conserved

Reporting to: Senior Programme Officer

Job Reference: AD1306

Start date: TBC

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

Contract: Permanent, Full-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

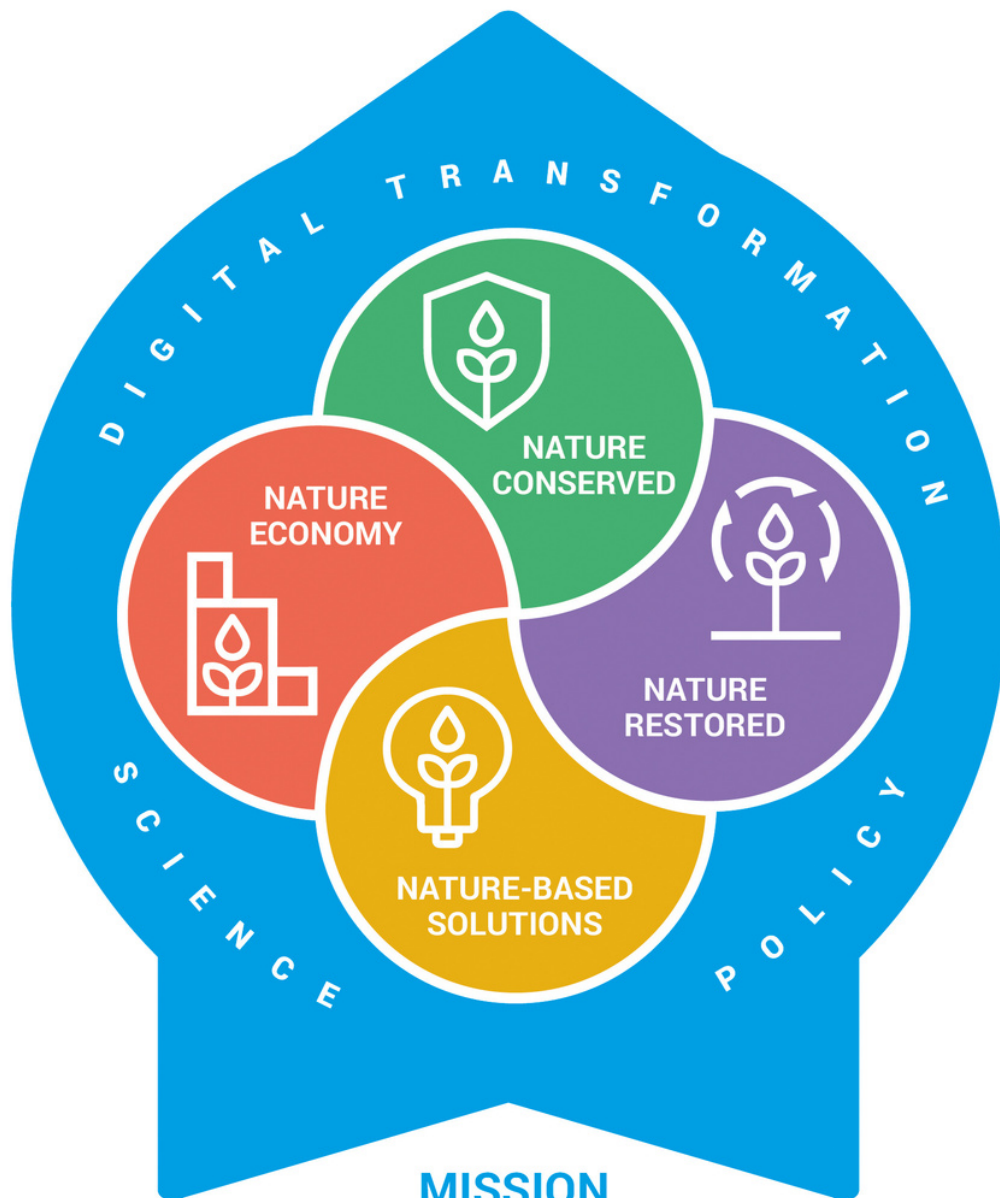


Our strategy

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



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 impress us with your leadership, drive and teamwork, 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: 30th March 2022



WCMC

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