JOB DESCRIPTION

Job Title: Assistant Programme Officer
Job Reference No: AD1149
Programme: Climate Change and Biodiversity
Grade: E
Line Manager: Programme Officer

MAIN PURPOSE OF THE JOB
The person appointed will play a key role in the Climate Change and Biodiversity (CCB) Programme, which currently comprises 14 staff. The Programme aims to provide authoritative information to support decision-making at the intersection of climate change and biodiversity conservation policies. Its work covers: the impacts of climate change on biodiversity; the impacts of climate policy on biodiversity; and the role of ecosystems in climate change mitigation and adaptation. The main purpose of the job is to help implement projects addressing some or all of these issues.

KEY AREAS OF RESPONSIBILITY
Contribute to the work of the Climate Change and Biodiversity Programme, assisting with the implementation of a range of projects relating to Nature-based Solutions (NbS) for climate change mitigation (including reducing emissions from deforestation and forest degradation - REDD+) and adaptation (ecosystem-based adaptation) and their impacts on biodiversity. This may include:

- Undertaking investigation of literature; collection, collation and analysis of data; preparation of draft text for technical syntheses; and contributing to publications, reports and other types of information outputs.
- Contributing to the operation and administration of projects as required, compiling financial and technical reports, organizing/attending meetings and events, and liaising with donors, clients and partners.
- Responding to requests for information both internally and externally.
- Undertaking any other duties appropriate to the grade and relevant to the needs of the Centre that may be determined by the line manager.

OTHER DUTIES
- Extend own knowledge of scientific and policy issues relevant to the work of the Programme.
• Undertake any other duties as may be required from time to time commensurate with the level of the post.