Senior Programme Officer - Nature Economy
Application Pack
Thank you for your interest in the role of Senior Programme Officer within the Nature Economy team at UNEP-WCMC.

We are seeking a Senior Programme Officer to join our growing Nature Economy team, working at the junction between biodiversity and the economy.

Working with financial institutions, businesses and other stakeholders, you will develop and lead a portfolio of work addressing the role of the private sector in the nature and climate crises, with an emphasis on developing tools and methodologies to support decision making. You will be an experienced and qualified individual with a sound analytical background, bring established credibility and a track record of developing new ideas and securing funding. You will be able to build on your existing networks and develop relationships to create new areas of work for UNEP-WCMC, guide the delivery of existing projects and further the specialist knowledge base that underpins the organisation’s business and finance sector engagement.
ABOUT THE TEAM

Our Nature Economy team energises, enables and empowers leaders across all sectors of the economy to take action for nature. We support businesses, governments and financial institutions with the knowledge, tools and capacity they need to measure and account for their impacts and dependencies on natural capital. Our goal is for them to implement actions towards a nature positive future.

Our growing team of 25 people from a range of disciplines work with our partners to build capacity for positive change for people and planet. We work to support reform of policy, legal, planning and accountability frameworks, and helping to align financial flows to incentivise nature-positive and carbon-neutral outcomes.

Our team plays a central role in high profile collaborations which are at the leading edge of efforts to deliver a nature positive global economy. This includes: delivering ENCORE, the world’s first tool to support exploration of natural capital-related risk for the finance sector; The Proteus Partnership, our flagship initiative which engages leading members of the private sector; our collaboration in the Science-based Targets Network and Taskforce on Nature-related Financial Disclosures; support to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity; work to align biodiversity measurement approaches for businesses; supporting the shift of financial flows towards sustainable land use through training, technical assistance, engagement and indicators development; input to the UK Treasury Dasgupta Review; support to the development of the UN System of Environmental Economic Accounting; and globally regarded research into the embedded biodiversity impact of trade flows.

We work as one organisation. So while our projects, partnerships and collaborations form the basis of the Nature Economy team’s focal initiatives, they are delivered across the whole Centre.
ABOUT THE ROLE

Job Description

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC’s strategy addresses the Nature Economy, including by strengthening the consideration of the value of natural capital in business and financial decision-making.

The main purpose of this role is to oversee the development and implementation of projects in the Nature Economy Impact Area to support the integration of biodiversity and natural capital within public and private sector decision making. This will involve close collaboration with other impact and innovation areas across UNEP-WCMC. The Senior Programme Officer will play a crucial support role to the Head of Programme, ensuring the robust and timely delivery of projects and partnerships and developing new opportunities.

Key Areas of Responsibility

Project delivery
- Oversee the management of a portfolio of work aligned to UNEP-WCMC’s Nature Economy Impact Area, ensuring that work delivered meets the Centre’s quality standards.
- Provide technical leadership to projects across the Nature Economy Impact Area through supporting the development of innovative and impactful technical outputs.
- Maintain a focus within projects on robust planning, contracting, quality assurance, continuous learning and improvement, effective outreach and communication based on an understanding of audience and user needs.
- Manage partnerships, including by managing key individual relationships, and fostering the development of clear communication materials and through opportunities to engage with new and existing partners in person and remotely.

Management
- Ensure administrative requirements of the team are completed in a timely manner and in accordance with the Centre’s procedures, working closely with UNEP-WCMC’s core support staff to facilitate this process.
- Line manage members of the Nature Economy team to continuously develop their technical, project management, and communication abilities.
- Support the recruitment and development of a high performing team, including through performance development reviews and goal setting.
- Undertake other work as reasonably required.

Development
- Work closely with the Head of Nature Economy and other members of the team and broader Centre to develop a portfolio of innovative and cost-effective projects to further the Centre’s mission in alignment with the Centre’s Strategy and Business Plan from concept through contract negotiation.
- Promote the work of the Centre and represent the Centre externally at meetings, conferences and events, building a resilient network of external contacts internationally to facilitate project development and fundraising.
Other Duties

- The post holder will be expected to 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.
- The Senior Programme Officer will be required to present the Centre externally and undertake international travel on behalf of the Centre.

Person Specification

Qualifications/Education

**Essential:**
- Undergraduate degree in interdisciplinary, biodiversity related field/law/economics/political science.

**Desirable:**
- Postgraduate degree and/or PhD in interdisciplinary, biodiversity related field/law/economics/political science.

Experience

**Essential:**
- Assessment of impacts and dependencies of economic activities on biodiversity and natural capital, and familiarity with existing and emerging private sector standards and frameworks.
- Conception, development and application of technical methodologies/tools/approaches based on nature-related data to support evidence-based decisions.
- Demonstrated track record in development and delivery of complex, inter-disciplinary projects, including managing project teams and partner relationships.
- Managing strategic partnerships with technical partners and stakeholders in business, finance or government.
- Managing and coaching staff.

**Desirable:**
- Experience in the development and/or direct implementation of corporate biodiversity management approaches and associated policy.
- A track record of securing significant funding from the private sector, funding bodies or foundations, financial institutions, research institutions, UN organisations or similar.
- Networks into two or more of the following: the private sector, research and development agencies, financial institutions, funding organisations, and standard-setting organisations.
- Working in a language other than English.
Skills

- Excellent people, project and budgetary management skills.
- Strategic and professional approach to partnership and project development.
- Ability to synthesize and clearly communicate complex scientific concepts to a variety of different audiences within the business community.
- Ability to develop and maintain effective collaborative relationships.
- Excellent communication skills, including writing, presentation and facilitation skills to a range of audiences, at different technical levels and through a variety of media.
- Ability to credibly represent the organization to senior individuals and at key external fora
- Strong team player, with excellent interpersonal skills.
- Excellent office IT skills.
- Fluency in written and spoken English. Ability to work in other languages (Portuguese, Chinese, Spanish, Arabic) desirable.

Type of Person Required

The successful candidate will be highly motivated, strategic and innovative. They will be passionate about supporting the development and implementation of biodiversity and natural capital management approaches by the private and financial sectors. They will couple a rounded understanding of biodiversity science with an appreciation of private and financial sector culture and operations and the need for a practical approach. Their creativity and enthusiasm for developing and implementing innovative but pragmatic projects that support effective biodiversity management will be evident.

They will demonstrate excellent project management and partnership management skills. They will take an ambitious approach to delivering and developing UNEP-WCMC’s engagement in the field of business and biodiversity, whilst demonstrating a keen understanding of the strategy of the organisation and its role in informing global decision-making. They will display the ability to influence and enhance people, projects and partnerships and have excellent communication skills. They will have a keen eye for detail and a careful attention to assuring quality in all deliverables and outputs.

With a proven ability to synthesise and analyse both scientific and policy material and to write and present persuasively, the successful applicant will also have solid organisational skills, and be comfortable demonstrating leadership across a wide-ranging technical field. They will maintain a flexible approach to project management and work planning, such that they are in a position to identify and take advantage of emerging opportunities.
OUR OFFER

**Job Title:** Senior Programme Officer  
**Team:** Nature Economy  
**Reporting to:** Head of Nature Economy and Deputy Head of Nature Economy  
**Job Reference:** AD1285  
**Start date:** Negotiable  
**Salary:** GBP 37,000 to GBP 40,000 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 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 reassignement, 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 where you can help shape this exciting field and contribute to a nature positive global economy, 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: 10th January 2022