Thank you for your interest in the role of TRADE Synthesis and Data Officer within the Nature Economy team at UNEP-WCMC

UNEP-WCMC is a not-for-profit organisation devoted to promoting, for public benefit, the conservation, protection, enhancement and support of nature and natural resources worldwide. This position will provide writing synthesis and communication outreach to one of its capacity development, science and development projects: the Trade, Development and the Environment (TRADE) Hub - funded by the Global Challenges Research Programme of the UK Government.

The TRADE Hub is a 5 year (2019-2024), £20 million initiative which aims to help make trade sustainable for nature and people. The Hub works on trade in agricultural commodities, wildlife and wild meat. It comprises 10 work packages and includes 50 partners across 15 countries, with research focused in Central Africa, China, Tanzania, Brazil, Indonesia and the UK.

We are seeking a Synthesis and Data Officer to support the work of the Project Management Team to bring together and synthesise the work done by the project, and work with the project team to maximise the outreach and legacy of the project.
ABOUT THE TEAM

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 Project Officer will work with GCRF Trade, Development and the Environment (TRADE) Hub team to help synthesise the work and achievements of the Hub, and bring the materials together for communication as the project legacy in terms of communications, training, science, and impact.

The role will help the TRADE deliver its desired impact and leave a legacy for others to use.

**Key Areas of Responsibility**

The Synthesis and Data Officer will be responsible for the below:

1) **Synthesise the key messages of the project into content appropriate for different audiences including government and private sector (75%)**
   - Output formats can vary widely from policy briefs, e-learning courses, video scrips, academic papers, presentations to flyers for local communities.

2) **Data management in the Hub (10%)**
   - Be responsible for the project’s data management policy and support partners in delivering it.

3) **Support other activities as needed (15%)**
   - Initially help organise an expert meeting on metrics and indicators for sustainable supply chain management.

**Other Duties**

To undertake any other duties as may be required from time to time commensurate with the level of the post.

**Person Specification**

**Qualifications/Education**

**Essential:**
- Undergraduate degree in a discipline relevant to the synthesis and communication of project material.

**Desirable:**
- MSc or PhD or equivalent.
- Qualification in communications, science writing, editing or teaching.
Experience

Essential:

- Experience in scientific / technical / policy synthesis.
- Experience in science-policy communication.
- Experience working on trade/supply chains.
- Experience in gathering inputs via interviews.
- Experience with delivery of training and outreach materials to different audiences.
- Experience working with a variety of stakeholder groups in different countries.

Desirable:

- Experience working on communications campaigns for research or development projects.
- Experience working with Universities and other research bodies in the UK and around the world.
- Experience working in Brazil, Africa, Indonesia, China, UK.
- Experience of producing online teaching and outreach courses.
- Working in a language other than English.

Skills

- Ability to digest large volumes of written material and draw out key messages from scientific papers, technical reports, policy briefs, and similar sources.
- Clear, concise writing style.
- Outreach, teaching, online materials development.
- Interview technique to gather materials from diverse stakeholders.
- Excellent organisational skills and attention to detail.
- Ability to take initiative to make improvements.
- Excellent communication and interpersonal skills.
- Demonstrated professional approach to dealing with both internal and external colleagues from different cultural backgrounds.
- Good time management and ability to prioritise, multitask and deal with diverse requests from multiple colleagues and partners.
- Good MS Excel skills.
- Good MS Word skills.
- Skills in Canva or similar layout software advantageous but not required.
- Excellent written and spoken English.
- French, Portuguese, or Mandarin skills advantageous but not required.

Type of Person Required

Adaptable and flexible person with clear interest in multidisciplinary working who is able to work collaboratively with others, inside and outside the organisation. Able to balance demands on time and cope with challenges of working in the developing country context.

A team player happy to work in an open office or home working situation with colleagues from many disciplines and backgrounds.
OUR OFFER

Job Title: TRADE Synthesis and Data Officer
Team: Nature Economy
Reporting to: Senior Programme Officer
Job Reference: AD1288
Start date: February 2022 preferred
Salary: GBP 27,000 to GBP 30,000 pa depending on skills and experience
Contract: 2 year fixed term contract
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.
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