Thank you for your interest in the role of Events Assistant in the Development & Communications Team at UNEP-WCMC

We are currently looking for an Events Assistant to join our growing Development and Communications team.

Over the past 12 months UNEP-WCMC has secured a reputation among our partners and peers for delivering high quality and impactful events. In this exciting newly created role you will work with the Events Officer, Development and Communications colleagues and programme teams to deliver in-person and virtual events ranging from small scale workshops and webinars through to large press conferences, receptions and dinners. You will have an integral role in all aspects of events planning and delivery. You will also support our attendance and participation at major international events.

We will provide you with the challenge of working on innovative and impactful conservation projects, where your work can really make a difference for people and planet. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.
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

You will work with the Events Officer, Development and Communications colleagues and programme teams to deliver a variety of events ranging from small scale workshops and webinars through to large press conferences, receptions and dinners. You will have an important role in all aspects of events planning and delivery - including logistics, liaising with external suppliers, managing guest lists, speaker and VIP liaison, events promotion, and facilitating the smooth running of the events themselves.

You will also support our attendance and participation at major international events such as the Convention on Biological Diversity (CBD) COP15 and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) COP with the focus to significantly raise our visibility and profile and maximise the impact of our work.

You will have strong organisational, interpersonal and time management skills as well as excellent attention to detail. You will be happy to support across the team but can also work independently.

We are looking for an individual with a flair for events management and a keen interest in nature conservation.

Key Areas of Responsibility

Events:
- Support the Events Officer in the planning and delivery of in-person events including liaising with external companies (venues, catering, printing companies etc.), guest lists and invitations, logistics and timelines, and participant and staff support (including managing agendas, and travel & accommodation bookings where required).
- Support the Events Officer in the planning and delivery of online events including managing online event platforms, guest lists and invitations, logistics and timelines, and participant and staff support.
- Work with the Development and Communications team to develop a pipeline of events opportunities by managing and updating the UNEP-WCMC Events calendar and other planning resources.
- Monitor and manage the UNEP-WCMC Events inbox.
- Keep the UNEP-WCMC mailing list up-to-date whilst maintaining GDPR protocol.
- Assist in the identification of new events opportunities to engage with key target audiences e.g. fundraising events, seminars, conferences.
- Respond to requests for event support from programme teams across UNEP-WCMC.

Communications:
- Support development of communications strategies for events, coordinating with internal colleagues and external partners.
- Coordinate preparation of event promotion materials, posters and banners in line with UNEP-WCMC branding requirements.
- Update and maintain the events page on the UNEP-WCMC website.
The Events Assistant may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC.

May be delegated responsibility for support and guidance of short-term casual staff and Interns.

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

Other Duties

- The Events Assistant may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC.
- May be delegated responsibility for support and guidance of short-term casual staff and Interns.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

**Essential:**
- BA or equivalent in Events Management
- OR Demonstrable events management experience

**Desirable:**
- BA or equivalent in English/Communications/Marketing or similar
- OR BSc in Biology/Geography or similar

Experience

**Essential:**
- Experience of supporting events logistics and administration.
- Experience of supporting the organisation and delivery of in person events such as board meetings, workshops, press conferences, dinners and drinks receptions.
- Experience of supporting the organisation and delivery of online events via conference platforms including Zoom and MS Teams.

**Desirable:**
- Demonstrated interest and work experience in the environment or biodiversity sector.
- Experience in coordinating partners, networks, stakeholder groups or steering committees, especially in international context.
- Experience communicating technical information to non-specialist audiences.
• Experience of coordinating the design and development of events communications and promotion material such as website and social media content, invitations, banners, event presentations etc.
• Experience of team administration/assistance (eg prepare meeting agendas, research, tasks and follow up, calendar management, booking business travel).
• Experience supporting the attendance of a delegation of staff to large scale international conferences.
• Experience of supporting fundraising focussed events.

Skills

• Excellent skills in organisation and work planning.
• Excellent inter-personal skills and the ability to work in a team environment as well as autonomously.
• Excellent IT skills (MS Excel, Word, PowerPoint).
• Ability to work to tight deadlines, balance competing demands on time and to seek support or delegate, as appropriate.
• Strong communications skills (written and spoken) and willingness to represent UNEP-WCMC at international meetings.
• Fluency in written and spoken English.

Type of Person Required

The successful candidate will be an intelligent, highly competent and organised individual with an enthusiasm to take on new challenges.

They will be a problem solver, able to work under pressure and on multiple projects as part of a team.

We anticipate an individual with the ability to draw on their existing experience to be able to make an immediate and significant contribution to the current and future work of UNEP-WCMC.

Other Relevant Information

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

The post holder will be expected to interact in a professional manner with clients and partners, including government officials.
OUR OFFER

Job Title: Events Assistant
Team: Development and Communications
Reporting to: Events Officer
Job Reference: AD1270b
Start date: Negotiable
Salary: £22,000 to £27,000 dependent on skills and experience
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.
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.
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: 17th January 2022