



JOB DESCRIPTION

Job title:	DRC Project Coordinator, Land & Livelihoods (French and English speaking)
Location:	London (hybrid), France (remote) or Democratic Republic of Congo (remote/hybrid) <i>Candidates must have a pre-existing right to work in one of these countries.</i>
Salary:	GBP 39,314 in the UK / EUR 37,361 in France / USD 39,775 in DRC <i>Variances are due to different employer costs between the three countries. RFUK operates a fixed salary grid, and salaries are non-negotiable.</i>
Reporting to:	Senior Manager, Land & Livelihoods
Contract type:	12 months fixed-term (with the possibility of extension)
Other entitlements:	30 days annual holiday (in addition to Bank Holidays); other benefits depend on the location of the candidate
Hours of work:	Full time, 35 hours a week
Start date:	1 January 2025

RAINFOREST FOUNDATION UK

Founded in 1989, the Rainforest Foundation UK (RFUK) has a [mission](#) to support Indigenous Peoples and other communities of the world's rainforests in their efforts to protect their environment and fulfil their rights to land, life and livelihood.

RFUK is committed to both human rights and environmental protection when it comes to tackling deforestation. Locally, it supports forest communities to gain land rights, challenge destructive industries, manage their forests and protect their environment. Globally, it campaigns to influence national and international laws and policies that protect rainforests and their inhabitants.

RFUK is part of a family of sister organisations including Rainforest Foundations US and Norway that has supported the protection of more than 84 million hectares of tropical rainforest, an area roughly the size of Scandinavia. Today, RFUK is a growing organisation with more than 25 staff and 15 Indigenous and NGO partners in the Peruvian Amazon, the Congo Basin and other parts of Africa.

Programmes team

RFUK is embarking on an exciting period of growth where increasing demand for our tools and approaches is opening new opportunities to expand our programmes and impact in tropical forests. Our Programmes are broadly split into the following areas:

- **Lands and livelihoods:** including promoting community land rights, community-based forest management, land-use planning and support to community entrepreneurship
- **Monitoring and rights:** including monitoring of forest crime, human rights and conservation effectiveness
- **Mapping and technology development:** crosscutting use of technology to pursue our goals on lands, rights and sustainable forest governance
- **Latin America:** a geographically focused programme that integrates all of the above thematic elements
- The Programmes Team also contributes to the organisation's policy and campaigning work.

Land & Livelihoods programme

The Land and Livelihoods programme is largest at RFUK and is all about supporting Indigenous Peoples and other local communities to secure and manage their ancestral lands, something that is now widely recognised as being key to delivering strong conservation and developmental outcomes.

Central to this vision in the Democratic Republic of Congo (DRC), the world's second largest rainforest, has been the development of community forestry. Having advocated for landmark legislation in 2016, RFUK and our local partners have played a leading role in implementing it ever since, by supporting communities to establish and manage community forests and by working at the national and policy levels to achieve wider impact. Today, there are more than 200 community forests in the country covering roughly four million hectares, an area larger than Belgium. While this marks significant progress, our vision is to go much further by scaling up community forestry across the country to support the lives of millions of people and to protect climate-critical and biodiversity-rich forests.

It is in this context that RFUK and five local partner organisations, with the support of Rainforest Trust, are beginning an exciting new phase of community forest expansion in two highly biodiverse landscapes in the country: the periphery of the Maïko National Park in North Kivu province and the area surrounding the Salonga National Park in Maï Ndombe province.

RESPONSIBILITIES

RFUK is looking for two coordinators for these projects. Although the roles will be similar in many respects, one will be more focused on supporting partner organisations and local communities to develop participatory land use plans and sustainable livelihood activities, while the other will be more focused on grant management, donor relations, reporting,

communications, monitoring, evaluation and learning (MEL), as well as building partners' capacity in those areas.

The postholders will be responsible for the following tasks:

1. Project management

- **Managing projects** in line with strategy, agreed budgets, log-frames, work plans, procedures and ensuring compliance with donor requirements.
- Proving **ongoing support to NGO partners** in co-design and implementation of the projects.
- Developing and implementing **Monitoring, Evaluation and Learning plans**, including quantitative and qualitative data collection and analysis.
- Ensuring timely submission of partners' **narrative and financial reports**, then providing comments and inputs (in French), before drafting and submitting reports to donors (in English).
- Implementing a **communications** strategy and contributing to the production of related outputs, with support from RFUK's Communications Advisor and others.
- Supervising the work of **consultants, researchers, interns and others** as appropriate.
- Supporting **project evaluation and audit** processes.

2. Technical support to local partners

- Providing **extensive support, guidance and mentoring to local partners** in facilitating participatory field activities with communities including:
 - mapping customary territories and traditional activities.
 - supporting community forest applications and simple management plans – including socio-economic data, resource inventories, zoning, management rules, etc.
 - establishing accountable and representative community governance bodies and benefit sharing mechanisms.
 - training of farmers to improve agricultural techniques on degraded land (notably through agroforestry) to increase yield, quality and income levels, while preserving the forests.
 - establishing community entrepreneurial structures, and developing business plans, income generating activities and marketing strategies.
 - establishing community monitoring systems to: a) identify and denounce forest crimes (illegal deforestation, poaching...), b) track, analyse and address causes of deforestation and biodiversity loss and c) support the protection of Environment and Human Rights Defenders.
 - developing and testing approaches to Payments for Environmental Services (PSE).
- Facilitating **partner staff trainings**, as well as other planning and coordination meetings.
- Contributing to **policy advocacy** work in coordination with partners, including the production of policy briefs, statements and other relevant documents.
- Supporting **due-diligence** assessments, and ensuring follow-up of recommendations as necessary, to contribute to partners' **organisational development**, including on safeguarding practices.

- **Undertake periodic monitoring trips** (total of up to 12 weeks per year, but likely less) to review project progress with local partners and undertake any other work required to ensure the implementation of the projects (depending on health and security conditions).

3. Monitoring national developments

- Maintain a good understanding of relevant **national laws and policies** and a good overview of national developments ensuring that the projects strategies are aligned with them.
- Liaising with relevant **government authorities and international donors**, including managers of neighbouring protected areas, and ensuring these are considered in project strategies.
- Ensuring continuous monitoring of the **security situation**, referring to local information and the relevant security advice agencies and sources, and ensure compliance with RFUK's security policies and procedures.

4. Other

- **Documentation** of specific project methodologies, results, impacts, etc.
- Assist in programme development, including the preparation of budgets and other administrative requirements for **funding proposals**.
- Contribute to the development and implementation of RFUK's **organisational strategy** (participating in RFUK's strategic development, including attending internal and external meetings, strategy away days, etc.).
- Perform **other tasks** as may from time to time be requested by the L&L Manager, the Head of Programmes and the Executive Director.

PERSON SPECIFICATION

Detail	Essential	Desirable
<p>Knowledge and Experience</p>	<p>Written and spoken fluency in English and French.</p> <p>Bachelor’s degree in agronomy, rural development, law, anthropology, international development or a related subject, or equivalent experience.</p> <p>At least 3 years of experience of project management support in a charity or in an international development context - including budget management and donor reporting responsibilities - in compliance with institutional donors financial and administrative requirements.</p> <p>At least 3 years of experience in supporting community land use planning and livelihoods initiatives in rural contexts, OR at least 3 years contributing to the development and implementation of MEL systems, and the drafting communication outputs.</p> <p>Good knowledge of forest governance and human rights, preferably in Central Africa.</p> <p>Ability to lead strategic thinking and strategic project development, including programme design and development of funding proposals.</p> <p>Extensive experience of working with local partners in developing countries and developing civil society capacity and voices.</p> <p>Excellent negotiating skills and experience of participating in high-level meetings with donors and decision makers.</p>	<p>Working experience in Africa or DRC specifically.</p> <p>Interest in land rights and/or natural resources rights.</p> <p>Experience supporting the management of large scale and complex projects with multiple donors.</p> <p>Experience with the management of Rainforest Trust funding would be a strong asset.</p> <p>High level of competence in using software packages, including main Microsoft Office applications, particularly Excel.</p>

<p>Personal Skills and Attributes</p>	<p>Empathy with and commitment to the Rainforest Foundation's Vision and Mission (interest in Human rights & environmental issues).</p> <p>Proven ability to work efficiently in a multinational team.</p> <p>Excellent interpersonal and communication skills – written and oral.</p> <p>Careful and conscientious with demonstrable attention to detail.</p> <p>Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines.</p> <p>Willingness and ability to travel in DRC.</p> <p>Willingness and ability to learn on the job, keen to undertake training and developing additional technical knowledge and skills.</p>	
---------------------------------------	--	--

Equal Opportunities

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual orientation.

Important notice

RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities.

As representatives of RFUK, staff behaviour must be seen to be of the highest standard and in keeping with RFUK's vision, mission and aims. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.

Data Policy

The Rainforest Foundation UK (RFUK) is a registered Charitable Incorporated Organisation and registered Company (Charity No. 1138287. Registered Company No. 7391285). Our registered address is Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom.

RFUK is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RFUK will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, RFUK will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@rainforestuk.org or write to us at RFUK Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom. For more information on how we process data and your rights please read our [privacy policy](#).

Safeguarding

RFUK is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. RFUK has a zero-tolerance approach to any attitudes or behaviours that put our staff, those impacted by our programmes, or the wider community we work with at risk of harm. Safeguarding incidents are considered acts of gross misconduct and are grounds for disciplinary action, up to and including dismissal and referral to relevant authorities. More information, including a copy of RFUK's Safeguarding Policy, is available [here](#).