

JOB DESCRIPTION

Programmes Administrative Officer

Effective: Immediately

Duration of contract: until 31st October 2022

Reporting to: Programmes Finance and MEL Coordinator

Close working relationship with: staff and consultants in the Programmes Team, Finance Manager, Operations Manager.

The Rainforest Foundation UK

Founded in 1989, the mission of the Rainforest Foundation UK (RFUK) is to support Indigenous Peoples and traditional populations of the world's rainforest in their efforts to protect their environment and fulfil their rights to land, life and livelihood by:

- Securing and controlling the natural resources necessary for their long-term wellbeing and managing these resources in ways which do not harm their environment, violate their culture or compromise their future.
- Developing means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

Our approach differs from that of other organisations in that we are committed to both human rights and environmental protection. We firmly believe that the best way to protect the rainforest is through empowering Indigenous Peoples and local communities to defend their ancestral lands. We promote the establishment of community rights to rainforest lands, tackling the root causes of deforestation, and paving the way for local people to benefit fairly from the use and protection of forest resources.

RFUK is recognised as a leading force in the protection of tropical forests and their inhabitants. As well as delivering high quality on-the-ground practical projects, often in difficult conditions, the organisation is also known for its strong policy and advocacy work in promoting forest peoples' rights.

We are part of a network of sister organisations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway, and currently work with over 15 indigenous and NGO partners in the Peruvian Amazon and across West and Central Africa.

The Programmes Team

The Programmes Team at RFUK is responsible for the implementation of our projects, with our work broadly split into the following thematic areas:

- Community-based forest management and land use planning



- Threats to forests from the extractive industries, infrastructure development and agri-business
- Human rights and conservation effectiveness
- Participatory mapping and forest monitoring
- Indigenous Peoples' rights, gender and social inclusion

KEY RESPONSIBILITIES

General

The Programmes Administrative Officer is a unique role within the Programmes Support Team and will provide essential backstopping for the delivery of all RFUK projects and programmes. The post is based in the Rainforest Foundation's north London office.

Specific responsibilities and tasks

The Programmes Administrative Officer will be responsible for the following tasks, under the supervision of the Programmes Finance and MEL Coordinator:

1. Travel administration and logistics

- Provide logistical support to programmes related travel as required, including:
 - Booking international and UK travel
 - Arranging couriers
 - Assisting with the preparation and submission of programme staff and partners' visas
 - Preparing funds requests for travellers' and reconciling expenses
 - Maintaining a schedule of upcoming travel;
- Sign travel equipment in and out, and ensure equipment logs are up-to-date;
- In conjunction with other staff, ensure travellers' comply with RFUK's travel policies and contribute to their constant improvement and implementation.
- Assist with the organisation of RFUK and Programmes annual strategy meetings and 'no travel weeks', including sourcing and booking accommodation, catering, and travel arrangements;
- Provide other logistical support, including:
 - Organising arrangements for partners visiting the UK
 - Assisting with UK workshops and programme events organisation, as required.

2. Contracts administration

- Ensure contractual agreements are administered efficiently, to high standards in line with RFUK procedures and donor requirements, by completing independently and/or supporting other staff to:
 - Maintain digital and hard copy grant award documentation
 - Maintain a schedule of internal and external reporting deadlines
 - Maintain digital and hard copy partner and consultants' contracts
 - Update schedules and keep record of incoming and outgoing contract funds;
- Support the preparation of consultants/partners contracts, particularly in relation to standards and formats;

- Provide guidance and support to Programmes staff, and lead on the administrative aspects of contracts for local partners and consultants, ensuring they are aligned with RFUK policies;
- Provide input for the constant improvement of RFUK's contracting processes, when needed.

3. Programme finance and general administration

- Track expenditure for small grants, in line with the agreed budgets and/or support other project team members to do so;
- Code and process invoices and other requests for payments in an accurate and timely manner;
- Support the preparation of financial reports for donor or internal monitoring processes, as required;
- Reconcile programme expenditure with organisational accounts and support cashflow forecasting;
- Provide other support, as requested, to the Programmes Finance and MEL Coordinator, the Head of Programmes, and project staff in financial management of projects;
- Support with the purchase of project equipment, when required and according to RFUK procurement procedures. Maintain accurate project equipment inventories;
- Support the development and implementation of RFUK programmes policies, procedures, and collaborative tools. Maintain a central record of project templates and procedures;
- Participate in regular internal coordination meetings;
- Provide other general administrative support to the relevant projects and programmes;

4. Other

- In conjunction with the Programmes Finance and MEL Coordinator and the Head of Programmes, ensure that programmes staff comply with RFUK policies and procedures;
- Arrange translations of programmes publications as required.
- Undertake other duties from time to time as may be required by the Programmes Finance and MEL Coordinator and the Head of Programmes.



PERSON SPECIFICATION

Essential	Desirable
Education (Please address on your application)	
At Least two 'A levels', and GCSEs in English and Maths.	Degree
	Evidence of commitment to continuous professional development
Experience and knowledge (please address in your supporting statement)	
Experience of programme administration (preferably in a charity or an international development context)	Experience in using databases and/or online systems
Experience tracking expenditure and processing payments	Experience in travel booking and logistics
Experience in maintaining filing and tracking systems	Financial management/accounting experience.
High level of competence in using software packages, including main Microsoft Office applications, especially Word and Excel	Good command of French or Spanish language
Good command of the English language	
Abilities/ Attributes and skills (tested at interview)	
Empathy with and commitment to the Rainforest Foundation's Vision and Mission	
Ability to priorities work and retrain composure in a busy environment	
Careful and conscientious with demonstrable attention to detail	
Strong communication skills, and efficiency in relaying messages, and minute taking	
Ability to work in a team, as well as independently (under the direction of the line manager)	
Good organisational and time management skills with the ability to work under pressure and to multiple deadlines	
Willingness and ability to learn on the job	
Compatibility with the culture of a small organisation, where flexibility to take on different tasks and support diverse aspects of our operation will be required.	



Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on a fixed term contract until 31 October 2022 (ideally starting from September 2021), with a 3-month probationary period.

The post is 3 days a week (flexible), with a possibility of this role becoming full time in the future.

The starting salary is £24,176 per annum (pro rata), including London weighting.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. At present, 30 days paid leave per year are offered (pro rata).

Non-contributory pension (4% of salary).

The place of work is 2-4 The Atelier, Old Dairy Court, 17 Crouch Hill, London, N4 4AP. This is a non-smoking environment. There is no car parking provided for the post-holder, although bicycle storage is available. RFUK are currently offering remote working trial with a minimum of two days based in our London office per week.

Equal Opportunities

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