



JOB DESCRIPTION

Project Officer (RTM Africa)

Effective from: June 2018

Reporting to: RTM Project Coordinator

Close working relationship with: Mapping team, Programmes Finance and Admin team, Finance Manager, additional staff and consultants in the Programmes Team.

Duration of Contract: until 31 March 2021

The Rainforest Foundation UK

The mission of the Rainforest Foundation UK (RFUK) is to support indigenous peoples and traditional populations of the world's rainforest to:

- Secure and control 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.
- Develop means to protect their individual and collective rights and to obtain, shape and control basic services from the state.

RFUK considers that an essential first step to protect and manage the tropical forests and to reduce poverty in tropical forest countries is to realise the rights of the traditional and indigenous communities who live in those forests. With secure rights to land and livelihoods, forest peoples can effectively manage forest resources and direct and manage their own development. Founded in 1989, RFUK has built a solid body of work based on this rights-based approach to development and protection of the rainforest. Although our work is focused on the Congo Basin, where RFUK has worked since 1996, we also work in the Peruvian Amazon.

RFUK tackles the underlying causes of deforestation and the linked problem of disenfranchisement of indigenous forest peoples globally and locally. From the field to the international policy arena, RFUK reinforces the influence of forest peoples over decisions that affect them. We work with over 15 partner organisations in tropical forest countries and our programmes work is split into the following thematic areas:

- Threats to forests from the extractive industries, infrastructure development and agro-industrial expansion;
- Conservation effectiveness and monitoring of initiatives to reduce deforestation from deforestation and degradation (REDD);
- Community-based forest management, and tenure reform;
- Geo-spatial management, including community mapping and forest monitoring, land-use planning;
- Indigenous peoples' rights.

RFUK currently has 28 staff size, with a number of volunteers or interns at any given time. It is governed by a Board of seven Trustees. The London-based Foundation is part of a network of sister organizations, which also include the Rainforest Foundation US and the Rainforest Foundation Norway. RFUK is managing a portfolio of projects in five Congo Basin countries and in Peru with an annual organisational budget of about £4 million funded by various donors.

The Programmes Team

The Programmes Team at the Rainforest Foundation UK is one of three teams in the organisation and is the main team responsible for the implementation of our projects under the five themes cited above.

The Real-Time Monitoring (RTM) Project in Africa

The potential role of forest dwellers in monitoring forests has been largely overlooked in favour of an externally-driven model that relies heavily on third party monitors, typically based abroad or in capital cities. This can lead to prohibitively costly and inefficient programmes that have contributed little to tackling illegality through the supply chain from source to EU markets.

In 2015, the Rainforest Foundation UK successfully developed and launched a ground-breaking new system which enables communities anywhere in the world to capture and transmit accurately geo-referenced reports of forest illegalities to a central database in real-time, even from areas where there is no mobile phone or internet connectivity. From 2015 to 2018, under a DFID funded project, RFUK and local civil society organisations partners have trialled community-based real-time monitoring of forest activities in Ghana, Cameroon and the Democratic Republic of Congo (DRC) to test the opportunities to integrate such systems into governmental forest enforcement mechanisms, as a means of containing illegal logging and contributing to the implementation of FLEGT VPAs.

RFUK is expecting to secure additional funding to further develop this work in Ghana, Cameroon, DRC and the Republic of Congo.

RESPONSIBILITIES

The postholder will work from the Rainforest Foundation's London office and will support the implementation of the RTM project in Africa. As a member of the programmes team, the postholder will participate in the development and implementation of the programmes strategy, and will liaise closely with some of our partner organisations in Ghana and in the Congo Basin. S/he will be required to spend up to 12 weeks of the year overseas.

The RTM Project Officer will be responsible for the following tasks, under the supervision of the RTM Project Coordinator:

1. Project management

- Work closely with the RTM Project Coordinator to ensure the project and policy strategy is implemented by all partners and in line with the overall RFUK Programme Strategy;
- Support the design, implementation and monitoring of the RTM project in each country;
- Under the supervision of the RTM Project Coordinator, develop and monitor contracts for local partners and consultants and make sure they are aligned with RFUK policies;
- Work closely with the Programmes Administrative and Finance team to ensure adequate budget, financial and administrative management of the project according to RFUK procedures;
- Prepare narrative reports of the project under the supervision of the RTM Project Coordinator ensuring compliance with any requirements of the donors and project management procedures;
- Undertake regular monitoring trips (total up to 12 weeks per year) to review project progress with local partner and undertake any other work required to ensure the implementation of the project;
- Ensure implementation of project evaluations and audits (in coordination with the Programmes Finance and Admin Coordinator), including developing appropriate TORs, advising on suitable external consultants and participating in evaluation visits;
- Ensure continuous monitoring of the security situation in the project implementation countries, referring to local information and the relevant sources, and ensure compliance with RFUK's security policies and procedures;
- Participate in regular internal coordination meetings concerning RFUK's mapping/monitoring work, as well as representing RFUK in any similar meetings with external organisations;
- Ensure good coordination with other members of the Programmes Team and ensure regular communication and information sharing with them and the wider organisation.

2. Support to local partners

- Maintain permanent liaison with and provide continuous support to NGO partners involved in the project to implement and monitor the project - through close liaison and capacity building;
- Assist delivering support through training and capacity building of staff of local partner organisations;
- Under the supervision of the RTM Project Coordinator, support implementing partners in the development of relevant communications' tools and strategy;
- Ensuring adequate inputs into documentation prepared by local partner organisations, providing comments and support on an ongoing basis.

3. Other

- Document RTM development and deployment in user countries, compiling implementing partners' documentation and feedback, developing RFUK internal documentation on country specific methodologies, results, impacts, etc.
- In conjunction with other programme and non-programme staff, produce to publications standard the content for programme and policy materials and publications, as appropriate, including leaflets, briefings, reports and internet content;
- Contribute to the development of RFUK's organisational knowledge base, such as by providing contacts for the central database etc.
- Assist supervising the work of consultants, researchers, interns and volunteers as appropriate;
- Assist in the identification and preparation of new opportunities for programme development, including the preparation of funding proposals relevant for the development of the RF UK Programmes strategy;
- Contribute to the development and implementation of the Programmes strategy;
- Participate in RFUK's strategic development, including attending internal meetings, strategy away days etc.
- Perform other tasks as may from time to time be requested by the RTM Project Coordinator, the Head of Programmes and the Executive Director.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Master’s Degree in international development, political science, land or forest management, forestry, anthropology, or a related field. • At least 3 years’ experience of project management in a charity or in an international development context; • Experience in managing large scale and complex projects; • Experience in working in developing countries; • Experience in coordinating and supporting consultants; • Experience in working with local NGOs; • Fluent in both English and French, written and spoken; • Experience in financial/budget management in a charity/development project context; • High level of competence in using software packages, including main Microsoft Office applications; • Demonstrated ability to produce quality timely technical reports 	<ul style="list-style-type: none"> • Working experience in Africa, especially in/or the Congo Basin and in Ghana; • Experience in land rights and/or natural resources rights and/or civil society-led monitoring; • Experience in advocacy and/or legal support; • Experience of working to tight deadlines; • Knowledge of forest law enforcement and governance stakes; • Experience in managing DFID funded projects; • Experience in preparation of programme funding applications.
Personal Skills and Attributes	<ul style="list-style-type: none"> • Good communication skills; • Empathy with and commitment to the Rainforest Foundation’s Vision and Mission; • Proven ability to work efficiently in a multinational team; • Excellent interpersonal and communication skills – written and oral; • Careful and conscientious with demonstrable attention to detail; • Excellent organisational 	<ul style="list-style-type: none"> • Interest in Human rights & environmental issues; • Proven capacities to quickly familiarise with new technical topics; • Capacities to analyse legal context and policy opportunities; • Interest for new technologies for development.

	<p>and time management skills with the ability to work under pressure and to multiple deadlines;</p> <ul style="list-style-type: none">• Willingness and ability to travel up to 12 weeks per year in Africa including in remote forest areas, as well as other occasional travel, such as to European destinations;• Willingness and ability to learn on the job, keen to undertake training and developing additional technical knowledge and skills.	
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Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on a fixed term contract until 31 March 2021, with a 6 month probationary period

The post is a full time post, based on a 35 hour working week.

The starting salary is £32,168 per annum 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. 30 days paid leave per year are offered.

Workplace pension (4% employer contribution)

The place of work is Units 2-4, The Atelier, Old Dairy Court, 17 Crouch Hill, London, N4 4AP. This is a non-smoking environment. There is no parking provided for the post-holder, although bicycles are allowed in the building.

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.