

JOB DESCRIPTION

Programmes Administrative Officer

Effective from: May 2019

Duration of contract: Until 30th June 2020

Reporting to: Programmes Finance and MEL Coordinator

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

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 over the past 27 years 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, linked to the problems of disenfranchisement of indigenous forest peoples globally and locally. From the field to the international policy arena, RFUK reinforces the active participation of forest peoples in the decisions that affect them. We work with over 15 partner organisations in tropical forest countries and our programme 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 and degradation (REDD);
- Community-based forest management, land-use planning and tenure reform;
- Community mapping and forest monitoring;
- Indigenous peoples' rights.

RFUK currently has 27 staff, 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 organisations, 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 the main team responsible for the implementation of our projects under the five themes cited above.

RFUK is implementing several projects in the Congo Basin and Peru which form a coherent approach contributing to the overall programmes strategy.



KEY RESPONSIBILITIES

General

The Programmes Administrative Officer will provide support the Programmes team. 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 and logistics

- Providing logistical support to programmes 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
- Maintaining a system for signing travel equipment in and out and ensuring it is up-to-date;
- In conjunction with other staff, ensuring travellers' comply with RFUK Travel Safety and Incident Management Processes
- Assisting with the organisation of RFUK and Programmes annual strategy meetings and 'no travel weeks', including sourcing and booking accommodation, catering, and travel arrangements;
- Providing other logistical support, including:
 - Organising arrangements for partners visiting the UK
 - Assisting with UK workshops and programme events organisation, as required;

2. Programme administration

- Providing general administrative support to the relevant projects and programmes;
- Maintaining programme documentation, including project, staff and consultants' contracts;
- Updating schedules and details of project financial transfers and other project related payments and their due dates;
- Maintaining a schedule of internal and external reporting deadlines, and ensuring that the donor reporting requirements of project related contracts are fulfilled in a timely manner;
- Supporting the preparation of consultants/partners contracts and liaising with the Programmes team, consultants and partners on specific administrative requirements;

3. Programme finance

- Tracking project expenditures in line with the agreed project budgets;
- Coding and processing invoices and other payments in an accurate and timely manner;
- Preparing and monitoring requests for transfers of funds to implementing partners and consultants;

- Supporting the preparation of financial reports as required by the donor or for internal monitoring processes, as required;
- Keeping relevant programme staff informed of incoming and outgoing funds;
- Reconciling programme expenditure with Organisational accounts;
- Providing other support, as requested, to the Programmes Finance and MEL Coordinator, the Head of Programmes, and programme staff in financial management of projects.

4. Other

- Supporting with the purchase of project equipment, when required and according to RFUK procurement procedures;
- In conjunction with the Programmes Finance and MEL Coordinator and the Head of Programmes, ensuring that programmes staff comply with RFUK policies and procedures;
- Arranging translations of programmes publications as required.
- Undertaking other duties from time to time as may be required by the Programmes Finance and MEL Coordinator and the Head of Programmes.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Experience arranging overseas travel • Experience of programme administration (preferably in a charity or an international development context) • Experience tracking expenditure and processing payments • Experience in maintaining filing and tracking systems • At least two 'A levels', and GCSEs in English and Maths • High level of competence in using software packages, including main Microsoft Office applications, especially Word and Excel • Experience in using databases • Good command of the English language and at least basic ability in French or Spanish 	<ul style="list-style-type: none"> • Experience of organising meetings • Financial management/accounting experience • Good command of French or Spanish language

Detail	Essential	Desirable
Personal Skills and Attributes	<ul style="list-style-type: none"> • Careful and conscientious with demonstrable attention to detail • Pleasant telephone manner and efficiency in relaying messages and taking instructions • Ability to work in a team, or 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, keen to undertake training and career development 	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation's Vision and Mission • Interest in human rights & environmental issues



Summary Terms and Conditions

Hours, remuneration and place of work

The post is offered on a fixed term contract until 30 June 2020 (ideally starting from June 2019), with a 6-month probationary period.

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

The starting salary is £24,176 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. At present, 30 days paid leave per year are offered.

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.

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.