JOB DESCRIPTION

Job Title: Monitoring & Rights Manager (bilingual in French and English)
Location: Flexible – London (Bethnal Green) / Hybrid / Fully Remote
Salary: £47,507. Please be informed that RFUK operates on a fixed salary grid, and as such, salaries are non-negotiable.
(This job is offered in France. Due to higher employer costs there, the gross salary for this position would be € 45,276).
Reporting to: Head of Programmes
Duration: Permanent

RAINFOREST FOUNDATION UK

Founded in 1989, the mission of the Mission & Approach - Rainforest Foundation UK is 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, we support forest communities to gain land rights, challenge destructive industries, manage their forests and protect their environment. Globally, we campaign to influence national and international laws and policies that protect rainforests and their inhabitants.

The organisation 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, the organisation is also known for its strong policy and campaigns that promote forest peoples’ rights.

RFUK is part of a family of sister organisations including Rainforest Foundations US and Norway that has protected more than 84 million hectares of tropical rainforest, an area larger than France and England combined. Today, RFUK works with over 15 indigenous and NGO partners in the Peruvian Amazon, the Congo Basin and other parts of 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 areas:

- **Lands and livelihoods**: promotion of community land rights, community-based forest management, land use planning and sustainable livelihoods.

- **Monitoring and rights**: Community-led monitoring and action on forest crime and rights abuses including through our real-time ForestLink system.

- **Mapping and technology development**: crosscutting use of technology to pursue our goals on lands, rights and sustainable forest governance.

- **Latin America**: a geographically focussed programme integrating all thematic elements mentioned above.

The Programmes Team also contributes to the organisation’s policy and campaigning work.

**RESPONSIBILITIES**

The postholder will lead RFUK’s Monitoring and Rights Programme, driving a strategy to empower frontline communities to monitor forest crime and defend their rights while ensuring successful implementation of impactful projects. Working in close coordination with the Mapping and Development team, they will foster technological innovation of our ForestLink system to empower environmental and human rights defenders with tools and data to drive change.

The postholder will also ensure consistency between different projects and that they contribute to RFUK’s Organisational Strategy. As part of this work, the postholder will propose ways to strengthen and expand the programme, ensure coordination with other programmes, and represent this strand of work with external actors.

The Monitoring & Rights Manager will be responsible for the following tasks, under the supervision of the Head of Programmes:

1. **Programme management and development**
   - Provide overall strategic direction to the Monitoring & Rights programme, including by identifying networking and funding opportunities and leading on programme design and the preparation of funding proposals;
   - In collaboration with the Monitoring & Rights team, other relevant staff and local partners, develop and manage **project-level strategies**, in line with RFUK’s organisational strategy;
   - Supervise the work of the Monitoring & Rights team to ensure adequate management of projects in line with strategy, agreed **budgets, logframes, work plans and procedures and ensuring compliance with donor requirements**;
   - Ensure **compliance** with any other requirements of projects management, including safeguarding, by local partners when relevant;
   - Supervise and contribute to the preparation of **narrative and financial project reports**; ensuring timely submission;
   - Ensure a good relationship with funders of the Monitoring & Rights programme, including by delegating relationship management to relevant team members;
   - Ensure close collaboration with the Mapping & Development team, particularly in the development of the ForestLink system, ensuring that improvements of the system meet local partners’ needs and further RFUK’s strategic goals;
• In close liaison with the Head of Programmes and Executive Director, lead on specific policy advocacy work for the programme, including the development of specific policy plans and documents, review of studies, statements and other relevant documents, facilitation of trainings, meetings and workshops.
• Maintain a good understanding of national laws and policies of relevance to the projects and a good overview of national developments ensuring that the projects strategies are aligned with them;
• Represent RFUK and liaise with relevant government Ministries, national and international institutions and donors, and ensure these are considered in project strategies;
• Undertake up to four monitoring trips per year (up to 16 weeks, depending on health and security conditions) to review project progress with local partners and undertake any other work required to ensure the implementation of the programme;
• Ensure project Monitoring, Evaluation and Learning is in line with prevailing RFUK processes and best practice, including development and monitoring of specific indicators, collection of baseline and monitoring data, and implementation of external project evaluations;
• Support the implementation of project audits;
• Ensure good coordination with other members of the Programmes Team, including through the facilitation of meetings relevant for the project, and ensure regular communication and information sharing with them and the wider organisation;
• Ensure 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;
• Supervise the work of consultants, researchers, interns and volunteers as appropriate.
• Lead on and supervise the communications strategy of the Monitoring & Rights team and production of related outputs, with support from the Communications Coordinator, the and other relevant staff

2. Support to local partners
• Provide extensive support, guidance and mentoring – both on the content of the projects (strategy, activities etc.) and in matters of general organisational management, including safeguarding – to partner organisations and their staff responsible for the implementation of the project;
• Support due-diligence assessments of partners involved in the projects for review by the Head of Programmes, and ensure follow-up of its recommendations as necessary;
• Support partners in the development and implementation of policy advocacy strategies and coordinate RFUK’s contribution to these;
• Support implementing partners in the development of relevant communications tools and strategy, in conjunction with the Communications Coordinator;
• If appropriate, identify and develop new local partnerships;
• Support further development of the plan to enhance protection of Environment and Human Rights Defenders.

3. Managing staff
• Manage the Monitoring & Rights team. This includes ensuring the proper preparation and implementation of work plans, undertaking staff appraisals, providing strategic guidance and guidance in supporting local partners, and reviewing donor reports;
• Ensure that staff follow the RFUK’s established methods of project management and supporting local partner organisations;
Ensure that staff are fully aware of and comply with the Staff Handbook and relevant RFUK internal policies, including specific safeguards, safety and security arrangements, overseas fieldwork guidelines, financial procedures, etc.

Adhere to RFUK’s principles and values in promoting good relationship with colleagues, by treating them fairly and with empathy, and providing them with opportunities to grow and develop, whilst ensuring that they treat others reciprocally.

4. Other

- With support from the Operations Team, ensure compliance with data protection rules;
- Assist in the identification and preparation of new opportunities for programme development, including the preparation of funding proposals;
- Contribute to the development and implementation of the organisational strategy;
- Perform other tasks as may from time to time be requested by the Head of Programmes and the Executive Director.
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<th>Essential knowledge and experience</th>
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<td>• Fluent in both English and French, written and spoken.</td>
<td>• Working experience in Central Africa.</td>
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<td>• Master Degree in law, anthropology or international development or a related subject, or equivalent experience.</td>
<td>• Knowledge of independent forest monitoring or other grassroots monitoring initiatives.</td>
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<td>• At least 5 years’ experience of project management in a charity or in an international development context, including large scale and complex projects.</td>
<td>• Awareness of the challenges facing Environmental Human Rights Defenders and protection measures.</td>
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<td>• Good knowledge of forest governance and human rights, preferably in Africa.</td>
<td>• Line management experience</td>
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<td>• Proven experience and aptitude in campaigning and policy advocacy.</td>
<td>• Experience of downstreaming safeguarding and risk management processes</td>
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<td>• Ability to lead strategic thinking and programme development, including programme design and development of funding proposals.</td>
<td>• Experience or knowledge of community monitoring or “tech for good” initiatives.</td>
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<td>• Extensive experience of working with local partners in developing countries and developing civil society capacity and voices.</td>
<td>• Knowledge of Spanish</td>
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<td>• Excellent negotiating skills and experience of participating in high-level meetings with donors and decision makers.</td>
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<td>• Financial/budget management in a charity/development project context.</td>
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<td>• High level of competence in using software packages, including main Microsoft Office applications.</td>
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<td><strong>Essential personal skills and attributes</strong></td>
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<td>• Demonstrable personal commitment to defending human rights, in particular of forest communities and indigenous peoples.</td>
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<td>• Excellent interpersonal and communication skills – written and oral.</td>
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<td>• Cultural sensitivity and demonstrable commitment to RFUK’s values and to the principles of inclusion and non-discrimination.</td>
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<td>• Demonstrable ability to build coalitions and networks for collaboration.</td>
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<td>• Desire and capacity to work on complex issues in a complex environment.</td>
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<td>• Careful and conscientious with demonstrable attention to detail.</td>
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<td>• Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines.</td>
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<td>• Willingness and ability to travel up to 16 weeks per year including in remote forest areas in the Congo Basin, as well as other occasional travel, such as to European destinations.</td>
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SUMMARY, TERMS AND CONDITIONS

Hours, remuneration and place of work

The post is offered on a permanent contract.

This role offers flexibility in location, with the option to work from our London office (E2 6GG), in a hybrid capacity, or fully remotely from either France or the UK.

This job is offered in both the UK and France. Due to higher employer costs in France, the gross salary for this position varies between the two countries. In the UK, it will be £47,507, while in France, it will be €45,276. Please be informed that RFUK operates on a fixed salary grid, and as such, salaries are non-negotiable.

Our benefits

- 30 days paid holiday, in addition to Bank Holidays;
- Hybrid working/fully remote option;
- Dog-friendly office in Bethnal Green, East London, with access to discounted gym membership;
- 4 weeks of work from anywhere in the world;
- Budget allowance for travel to the office (capped at £700 a year in 2024);
- IT home office budget;
- Learning and development allowance;
- Employee Assistance Programme (EAP);
- Workplace pension after three months in the role (4% employer contribution regardless of employee contribution).

In addition, we are committed to:

- Enabling our team’s career progression within the organisation;
- Recognising our team’s achievements, skills, competence and development;
- Being fair, transparent and flexible;
- Balancing the needs and expectations of our partners, donors and the local communities we work with;
- Encouraging and enabling management accountability.

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.