



JOB DESCRIPTION

Job Title: **Head of Programmes**

Location: London (Bethnal Green)/hybrid

Salary: £58,500. Please be informed that RFUK operates on a fixed salary grid, and as such, salaries are non-negotiable.

Reporting to: Executive Director

Duration: 1 year with the possibility of a permanent contract

RAINFOREST FOUNDATION UK

Founded in 1989, the mission of the [Rainforest Foundation UK \(RFUK\)](#) 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 processes that protect rainforests and their inhabitants. Since our founding, this approach has supported the protection of tens of millions of hectares of forest.

The organisation is known for both its high-quality projects with forest communities and its hard-hitting research and advocacy. All of our work is delivered in partnership with Indigenous and grassroots organisations in rainforest countries so that capacity is built and sustained where is most needed.

RFUK is growing with a current team of around 25 staff members who are based in the UK and abroad, including in rainforest countries. We are comprised of several teams including Fundraising, Communications, Operations, Finance, and Programmes, which is the largest in the organisation.

THE ROLE

RFUK is undergoing a period of organisational growth and change in view of new opportunities to scale our work and impact and it is expected that Head of Programmes will play a central role in shaping this endeavour. Since it is likely certain functions and duties may change as a result of this process, the role is being offered on an initial 1-year contract but with the possibility for the role – as currently designed or in a new format – to become permanent.

The Programmes team at RFUK currently has 13 staff and is organised around the following sub-teams:

- **Lands and Livelihoods:** focused on promoting community land rights, strong community governance, land-use planning and forest-friendly livelihoods through practical projects and policy advocacy.
- **Monitoring and Rights:** focused on supporting communities to defend their forests and rights through community-based monitoring, and fostering civil society advocacy to obtain redress, law enforcement and ultimately structural change for the benefit of people and forests.
- **Peru:** a country programme that includes the thematic components cited above.
- **Mapping and Development:** the team dedicated to bringing technological solutions; mapping, monitoring and deforestation analysis tools for local communities and partners to pursue their goals.
- **Programmes Finance:** in charge of supporting all teams to follow rigorous standards in terms of financial management and broader compliance. The programmes finance team also supports cost recovery efforts and efficient interaction with the organisational budget.

The Head of Programmes is in charge of providing strategic direction to these teams and ensuring that all our work aligns with [our values](#) and contributes to our organisational goals. The post-holder is equally responsible for leading our approach to local partner organisations and ensuring that they are equipped to comply with our policies and procedures. The role also has responsibility over a variety of restricted grants of various sizes, sources and durations, which make up the majority of our organisational budget. As member of the Senior Management Team, they will also play a key role in the design and implementation of organisational strategies and policies.

RESPONSIBILITIES

Programme Management

- Assume overall responsibility for the RFUK's programme portfolio, ensuring sound management and administration of projects in accordance with our procedures and those of funders.
- Ensure the fulfilment of due diligence, safeguarding and other requirements for partner organisations in line with RFUK and donor procedures.
- Oversee and support the monitoring and evaluation of RFUK's programmes to ensure they meet our goals, the needs of beneficiaries and the requirements of funders, and that lessons learned are incorporated into future activities.
- Together with the Fundraising team, proactively seek out and develop fundraising opportunities.
- Ensure adequate cost recovery and efficient interaction between the programmes and organisational budgets.

Strategy Implementation

- Provide leadership in the development and execution of the RFUK's programme strategy, ensuring consistency and innovation in our programme design and scaling the impact of RFUK and our partners' work.
- Monitor relevant international developments, particularly in relation to forests, climate, human rights and development cooperation to ensure the effectiveness and timeliness of our work.
- Support the organisation's research, policy and campaign work, under the lead of the Executive Director.
- Ensure alignment of the programmes team to organisational strategies, policies and procedures and downstream these to in-country partners where relevant.

- Build and cultivate trusted relationships and networks with partners and other stakeholders.

Staff management

- Manage the Programmes team and five direct reports. This includes ensuring the proper preparation and implementation of work plans, undertaking staff appraisals and providing strategic guidance.
- 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.
- With SMT, develop an organisational culture of good management practice, based in values and respect, and ensure that middle-managers play an integral role in this process.
- Adhere to RFUK's principles and values in promoting good relationship with colleagues and partners, by treating them fairly and with empathy, and providing them with opportunities to grow and develop, whilst ensuring that they treat others reciprocally.

Organisational support

- Contribute to Senior Management Team and Board meetings and decisions, aligning strategies with organisational goals.
- Represent the organisation in relevant local, national and international fora, in consultation with the Executive Director and other staff.
- Conduct relevant media outreach in consultation with the Executive Director and Communications Advisor.
- Prepare and oversee to publication standard research studies, briefings, web content and other materials.
- Supervise the work of consultants, researchers and volunteers as appropriate.
- Perform other tasks as may from time to time be requested by the Executive Director.

PERSON SPECIFICATION

| Essential knowledge and experience | Desirable knowledge and experience |
|---|--|
| <ul style="list-style-type: none"> • At least 10 years' experience of project management in a charity or in an international development context, including large scale and complex projects. • At least 3 years of line management experience. • Master's degree in law, anthropology or international development or a related subject, or equivalent experience. • Excellent knowledge of environmental issues and human rights, preferably in Africa and the Amazon. • Ability to lead strategic thinking and programme development, including programme design and development of funding proposals. • Proven experience and aptitude in campaigning and policy advocacy. • Extensive experience of working positively with local partners in developing countries and developing civil society capacity and voices. • Excellent negotiating skills and experience of participating in high-level meetings with donors and decision makers. • Excellent financial/budget management in a charity/development context. • Fluency in both English and French, written and spoken. Knowledge of Spanish highly desirable. | <ul style="list-style-type: none"> • Senior management experience. • Experience of down-streaming safeguarding and risk management processes. • Working experience in Central Africa • Experience in supporting organisational change and implementing process improvements. |

Essential personal skills and attributes

- Demonstrable personal commitment to social justice, in particular the rights of forest communities and Indigenous Peoples.
 - Excellent stakeholder management skills including experience leading multi-disciplinary teams, working with local partners and building relationships with stakeholders at all levels.
 - Excellent communication skills – written and oral.
 - Cultural sensitivity and demonstrable commitment to RFUK's values and to the principles of inclusion and non-discrimination.
 - Demonstrable ability to build coalitions and networks for collaboration.
 - Desire and capacity to work on complex issues in a complex environment.
- Careful and conscientious with demonstrable attention to detail.
- Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines.
 - Willingness and ability to travel up to 10 weeks per year including in remote forest areas.

SUMMARY, TERMS AND CONDITIONS

Our benefits

- 30 days paid holiday, in addition to Bank Holidays;
- Hybrid working;
- Budget allowance for travel to the office (capped at £700 a year in 2024);
- IT home office budget;
- Learning and development allowance;
- Dog-friendly office, with access to discounted gym membership;
- 4 weeks of work from anywhere in the world;
- 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 does not discriminate on the grounds of gender, race, age, physical abilities, religion 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, 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.