



JOB DESCRIPTION

Job title:	DRC Project Coordinator, Land & Livelihoods
Location:	London (hybrid), France (remote) or Democratic Republic of Congo (remote/hybrid) <i>Candidates must have a pre-existing right to work in one of these countries.</i>
Salary:	GBP 40,887 in the UK / EUR 38,855 in France / USD \$50,130 in DRC <i>Please note that all salary amounts are gross and exclusive of employee contributions and taxes. Variances in salary amounts are due to different employer costs. The DRC salary figure applies to DRC nationals only, as expats are subject to additional 25% tax.</i> <i>RFUK operates a fixed salary grid, and salaries are non-negotiable.</i>
Reporting to:	Chief of Party, DRC Community Forests
Contract type:	12 months fixed-term (with the possibility of extension)
Other entitlements:	30 days annual holiday (in addition to Bank Holidays); other benefits depend on the location of the candidate
Hours of work:	Full time, 35 hours a week
Start date:	June 2025

RAINFOREST FOUNDATION UK

Founded in 1989, Rainforest Foundation UK (RFUK) has a [mission](#) 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, it supports forest communities to gain land rights, challenge destructive industries, manage their forests and protect their environment. Globally, it campaigns to influence laws and policies that protect rainforests and their inhabitants.

RFUK is part of a family of sister organisations including Rainforest Foundations US and Norway that has supported the protection of more than 84 million hectares of tropical rainforest, an area roughly the size of Scandinavia. Today, RFUK is a growing organisation with more than 25

staff and 15 Indigenous and NGO partners in the Peruvian Amazon, the Congo Basin and other parts of Africa.

THE LAND & LIVELIHOODS PROGRAMME

The Land and Livelihoods programme is the largest at RFUK and is led by the L&L Senior Manager. The L&L programme is all about supporting Indigenous Peoples and other local communities to secure and manage their ancestral lands, something that is now widely recognised as being key to delivering strong conservation and developmental outcomes. Work related to supporting communities through local partners is led by the 'Chief of Party' of the 'Forest for the Future' project.

Central to this vision in the Democratic Republic of Congo (DRC), the world's second largest rainforest, has been the development of community forestry. Having advocated for landmark legislation in 2016, RFUK and our local partners have played a leading role in implementing it ever since, by supporting communities to establish and manage community forests and by working at the national and policy levels to achieve wider impact. Today, there are more than 200 community forests in the country covering roughly four million hectares, an area larger than Belgium. While this marks significant progress, our vision is to go much further by scaling up community forestry across the country to support the lives of millions of people and to protect climate-critical and biodiversity-rich forests.

It is in this context that RFUK is embarking on an exciting period of growth, where increasing demand for our tools and approaches is opening new opportunities to expand our programmes and impact; we are starting a new phase of community forest expansion in the Democratic Republic of Congo. In partnership with five local organisations and with the support of the Rainforest Trust, we are beginning a new phase of work to expand community forests in two highly biodiverse landscapes: the periphery of the Maïko National Park in North Kivu province and the area surrounding the Salonga National Park in Maï Ndombe province. The projects will run from 2025 to 2028.

ABOUT THE ROLE

The primary goal of the DRC Fieldwork Coordinator will be to contribute to the achievement of the objectives set out in the grant agreements signed with the Rainforest Trust, supporting partner organisations and local communities to develop participatory land use plans and sustainable livelihood activities. This will include co-designing field work intervention strategies with local partners; facilitating the delivery, impact and collaboration with national and local stakeholders; and offering direct support to partner NGOs involved in the projects.

The role will closely collaborate with the **DRC Grant Coordinator** who leads on the donor relations, grant management, and Monitoring, Evaluation and Learning (MEL) aspects of the Rainforest Trust projects. The postholder will work under the supervision of the Chief of Party,

with guidance from the L&L Senior Manager and in coordination with other Project Coordinators and Project Officers at RFUK.

RESPONSIBILITIES

The postholder will be responsible for the following tasks, with guidance from the Chief of Party and/or the L&L Senior Manager:

1. Project management

- **Lead on:**
 - Maintaining **permanent liaison with NGO partners** to implement and monitor the projects.
 - Ensuring timely submission to RFUK of **partners' narrative reports**
 - Ensuring good coordination with **other members of the Programmes Team**.
 - Maintaining 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.
 - Liaising with relevant government **ministries, national and international donors and authorities**, including managers of neighbouring protected areas and ensuring these are considered in project strategies;
 - Continuously monitoring the **security situation**, ensuring compliance with RFUK's security policies and procedures;
 - Supervising the work of **consultants, researchers, interns and volunteers**, as appropriate.
- **Support** the DRC Grant Coordinator with:
 - Managing projects in line with strategy, agreed budgets, log frame, work plans and procedures and ensuring compliance with donor requirements;
 - Developing and implementing **Monitoring, Evaluation and Learning plans** for the programme.
 - Preparing **donor narrative reports** and updating other reporting and monitoring tools (in English).
 - Implementing internal and external **project evaluations**.
 - Implementing the **communications** strategy and contributing to the production of related outputs for the programme, with support from the Communications Coordinator.
 - Ensuring a good **relationship with funders**.

2. Support to local partners and technical coordination

- **Lead on:**
 - Providing partners with **extensive support, guidance and mentoring** – to co-design field work intervention strategies, develop the technical approaches and plan activities including scoping missions and feasibility studies, as well as various **participatory processes at community level**.

- Facilitating **partner staff trainings**, as well as other planning and coordination meetings and workshops.
- Supporting partners in the development and implementation of **policy advocacy strategies** and coordinate RFUK's contribution to these.
- Supporting further development of the plan to enhance protection of Environment and **Human Rights Defenders**.
- If appropriate, identify and develop **new local partnerships**.
- **Support** the DRC Grant Coordinator with:
 - Supporting partners to develop adapted **MEL and reporting** systems and tools;
 - Supporting partners to develop relevant **communications** strategy and tools, in conjunction with the Communications Coordinator.
 - Providing partners with **extensive support, guidance and mentoring** – in matters of general organisational management, including safeguarding.
- **Support** other members of the L&L team with:
 - Carrying out **due-diligence** assessments of partners by the Project Officer and ensuring follow-up of its recommendations as necessary.
- **Undertake occasional monitoring trips** (total of up to 16 weeks per year, but likely less) to review project progress with local partner and undertake any other work required to ensure the implementation of the projects (dependent on health and security conditions).

3. Other

- Support in **documenting project implementation** by compiling partners' documentation and feedback and developing RFUK's internal documentation on specific methodologies, results, impacts, etc.
- Assist the L&L Senior Manager and the Fundraising team in the scoping of new opportunities for programme development, including the preparation of budgets and other administrative requirements for **funding proposals**.
- Contribute to the development and implementation of the **Organisational strategy** (participating in RFUK's strategic development, including attending internal and external meetings, strategy away days, etc.).
- Perform **other tasks** as may from time to time be requested by the L&L Senior Manager, the Head of Programmes and the Executive Director.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Written and spoken fluency in English and French at B2 level. • Bachelor’s degree in agronomy, rural development, law, anthropology, international development or a related subject or equivalent experience. • At least 3 years of experience in project management support in a charity or in an international development context - including budget management and donor reporting responsibilities - in compliance with institutional donors' financial and administrative requirements. • At least 3 years of experience in supporting community land use planning and livelihoods initiatives in rural contexts. • Good knowledge of forest governance and human rights, preferably in Central Africa. • Ability to lead strategic thinking and strategic project development, including programme design and development of funding proposals. • Extensive experience of working 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. 	<ul style="list-style-type: none"> • Working experience in Africa or DRC specifically. • Interest in land rights and/or natural resources rights. • Experience supporting the management of large-scale and complex projects with multiple donors. • Experience with the management of Rainforest Trust funding would be a strong asset. • High level of competence in using software packages, including main Microsoft Office applications, particularly Excel.
Personal Skills and Attributes	<ul style="list-style-type: none"> • Empathy with and commitment to the Rainforest Foundation’s Vision and Mission (interest in Human rights & environmental issues). • 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 and time management skills with the ability to work under pressure and to multiple deadlines. 	

	<ul style="list-style-type: none">• Willingness and ability to travel in DRC.• Willingness and ability to learn on the job, keen to undertake training and developing additional technical knowledge and skills.	
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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.

Data Policy

The Rainforest Foundation UK (RFUK) is a registered Charitable Incorporated Organisation and registered Company (Charity No. 1138287. Registered Company No. 7391285). Our registered address is Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom.

RFUK is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. RFUK will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, RFUK will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@rainforestuk.org or write to us at RFUK Suite 201, Pill Box Studios, 115 Coventry Road, London, E2 6GG, United Kingdom. For more information on how we process data and your rights please read our [privacy policy](#).

Safeguarding

RFUK is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks (including a DBS check) as required and in line with our Safeguarding Policy and Procedures. 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. More information, including a copy of RFUK's Safeguarding Policy, is available [here](#).