

JOB DESCRIPTION

Job Title:	Programme Support Officer
Location:	Flexible – London (Bethnal Green), Hybrid / France, Fully Remote <i>This role is offered as either a fully remote-based role in France, or as a hybrid role based in our Bethnal Green, London office. If based in London, the postholder would be required to work in the office at least 1 day per week during their 6-month probation period. This can be reviewed with their Line Manager thereafter.</i>
Hours:	Full time (35 hours per week) with flexibility to consider 0.8 FTE arrangements
Salary:	GBP 35,256 in the UK / EUR 33,388 in France. <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.</i> <i>RFUK operates a fixed salary grid, and salaries are non-negotiable.</i>
Reporting to:	Senior Coordinator, Programme Support Unit
Contract type:	12 months fixed-term (with the possibility of extension)
Other benefits:	30 days annual holiday pro rata (in addition to UK/France Bank Holidays) Employee Assistance Programme 4% employer pension contribution (in the UK) 4 weeks of work from anywhere in the world Learning and development allowance
Start date:	September 2026 or as soon as possible

Candidates must have a pre-existing right to work in either UK or France. Please note RFUK is unable to cover any relocation costs.

RAINFOREST FOUNDATION UK (RFUK)

Founded in 1989, RFUK's mission 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 harmful industries, manage and benefit from their forests and protect their environment. Globally, we campaign to influence national and international laws and processes that protect rainforests and their inhabitants.

This approach has supported the securing and protection of millions of hectares of forest in the Congo and Amazon Basins since our founding in 1989. Our ambitious new 2033 vision seek to deepen and scale this impact in rainforest countries in partnership with our Indigenous and grassroots partners who are at the core of what we do. We are a values-led organisation with a growing team of 30 staff members who are mainly based in the UK, France and DRC.

OUR PROGRAMMES TEAM

RFUK's programmes team is the largest in the organisation and implements projects, campaigns and research in the Peruvian Amazon, across the Congo Basin and at the global policy level. Our programme work aims to catalyse a new era of rights-based forest protection and stewardship, with our work broadly split into the following areas:

- **Land & livelihoods:** securing community tenure rights and supporting community-based forest management, notably through land use planning and local entrepreneurship.
- **Forests & rights:** community-based monitoring, advocacy and campaigning to tackle forest crimes and human rights abuses linked to extractive industries and fortress conservation projects.
- **Policy reform & learning:** promoting the scaling up of rights-based approaches to forest management through legal and policy reforms, as well as best practices and peer-learning through knowledge and skills hubs.
- **Mapping & technology development:** crosscutting use of technology to empower communities and promote sustainable and accountable forest governance.
- **Latin America:** a geographically focussed programme integrating all thematic elements mentioned above.

The Programmes Team also contributes to the organisation's research, policy and campaigning work.

THE PROGRAMME SUPPORT UNIT (PSU)

The Programme Support Unit (PSU) ensures a harmonised approach to Project Cycle Management, Grant Management, and Partner Management across RFUK's programme portfolio.

- **Project Cycle Management:** supports the planning, implementation, monitoring, evaluating, and close out of projects, ensuring that RFUK projects reach their goals within the agreed timeframe and donor requirements. This includes playing significant role in donor liaison and reporting.

- **Grant Management:** supports the Head of Programmes and Programmes finance in tracking budget and match-funding gaps; ensuring compliance throughout the grant period; tracking expenses against budgets; supporting budget revision as needed and seeking approval for changes; preparing financial reports; ensuring proper documentation; and maintaining organised financial records for audits and compliance checks.
- **Partner Due Diligence:** ensures all RFUK partners complete the due diligence (DD) processes, to ensure they are compliant with RFUK policies, donor requirements, and relevant legal and regulatory standards.
- **Partner strengthening and organisational development:** leads our approach to local partner organisations and ensuring that they are equipped to comply with our policies and procedures; develop and implement action plans based on DD observations and other needs expressed; develop and implement RFUK's Partner Organisational Development Framework.
- **Security Monitoring:** coordinates information collected by other teams on security developments and issues in countries where RFUK works.

ABOUT THE ROLE

This role will contribute to the overall mission of RFUK to protect rainforests and support Indigenous Peoples and local communities.

The Programme Support Officer will play a crucial role in ensuring sound management of specific projects in line with strategy, agreed budgets, log frames, work plans and procedures and ensuring compliance with donor requirements. This position involves a range of responsibilities, including monitoring project implementation and documentation, as well as ensuring timely and accurate reporting to donors in collaboration with team members and partners.

ABOUT YOU

You are a highly motivated and detail-oriented professional with experience in project management, preferably in the NGO or international development sector. You possess excellent written and spoken fluency in both English and French, enabling you to effectively communicate and collaborate with diverse teams and local partners.

You have experience monitoring project implementation and ensuring compliance with donor requirements. Your strong interpersonal skills, attention to detail, and ability to work under pressure make you an invaluable asset to any team.

This role would suit someone who is eager to develop new skills and contribute to the cause of protecting rainforests and supporting Indigenous Peoples and local communities. You are committed to RFUK's mission and are enthusiastic about contributing to the success of its projects.

RESPONSIBILITIES

Under the supervision of the Senior Coordinator of the Programme Support Unit, the Programme Support Officer will be responsible for the following tasks:

1. Project cycle and grant management

Lead on the following tasks:

- Project day-to-day monitoring: monitor specific project implementation against objectives; ensure data collection from partners, organising and analysing data, tracking progress against logframes, flagging delays in progress to the team, and development/revision of monitoring tools for each, in close coordination with the MEL Expert, Team Managers and Project Coordinators.
- Filing project documentation and keeping accurate records of donor correspondence in a timely and orderly manner, including partners' and consultants' terms of reference, activity reports, picture and video material, data and policy documents.
- Ensuring timely and accurate project reporting to specific donors, through monitoring and communicating financial and narrative reporting requirements and deadlines to the relevant programme teams members, coordinating report inputs, and ensuring timely submission to donors.
- Organising internal and external meetings, including preparing agendas, scheduling and coordinating meetings, managing invitations and logistics, circulating relevant documents in advance, tracking attendance, drafting and distributing minutes and action points, following up on agreed actions, and maintaining organised records of meeting documentation and decisions.

Support with the following tasks:

- Managing projects in line with strategy, agreed budgets, log frame, work plans and procedures and ensuring compliance with donor requirements.
- Developing and tracking partner contracts and making sure they are aligned with RFUK and donor policies.
- Supporting project funds management including preparing partners' transfers, reviewing partners' financial reports, updating financial trackers, preparing donor disbursement requests, monitoring budget variances, reconciliation of project expenditure, and preparation of financial reports in compliance with donor and RFUK requirements.
- Ensuring timely submission of partners' narrative reports (and updated logframes, workplans, etc.), and gathering inputs from team members.
- Ensuring timely submission of partner financial reports to RFUK, and dealing with necessary follow up requests.

- Support internal and external project evaluations, led by the MEL Expert.

2. Support to local partners

Lead on the following tasks:

- Assisting partners in implementing the agreed communications strategy and contributing to the production of related programme outputs, with support from the Communications Advisor.
- Undertake occasional monitoring trips (total of up to 6 weeks per year, but likely less) to review project progress with local partners and undertake any other work required to ensure the implementation of the projects (this is depending on health and security conditions).

Support with the following tasks:

- Supporting partners in their use of reporting and MEL tools, in coordination with Project Coordinators and Managers.

3. Other

- Support in documenting project implementation and developing RFUK's internal manuals on methodologies, results, impacts, etc.
- Assist in programme development opportunities, including the preparation of narratives 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 PSU Senior Coordinator, the Head of Programme and the Executive Director.

We would encourage candidates who don't strictly meet all the criteria listed below but are confident in their transferable skills to consider applying.

We value individuals who demonstrate motivation, a commitment to learning, and the potential to thrive in the role. When reviewing our essential and desirable criteria, remember that relevant experience can be demonstrated through academic studies, work experience (paid or voluntary), lived experience, skills, and achievements from any area of your life that relates to this role.

PERSON SPECIFICATION

Essential knowledge and experience	Desirable knowledge and experience
<ul style="list-style-type: none"> · Written and spoken fluency in English and French at B2 level; · Experience organising meetings, preparing agendas, taking accurate minutes, and following up on action points; · Proven project management experience, preferably in the international development, human rights, climate, or environmental sector; · Experience in administering project budgets, tracking expenditure and processing payment requests; · Experience maintaining organised project documentation and filing systems for audit and donor compliance purposes; · Ability to produce quality narrative and financial project reports; · High level of competence in using Microsoft Office applications, especially Excel and Word. 	<ul style="list-style-type: none"> · Working experience in Central Africa; · Knowledge of community based local economies, forest governance, land tenure and/or rights-based approaches to natural resource management; · Experience working with and supporting local NGOs with project delivery in developing countries; · Experience reviewing third party financial and narrative reports; · Knowledge of donor compliance requirements and grant management processes in the NGO or international development sector;
Essential personal skills and attributes	Desirable personal skills and attributes
<ul style="list-style-type: none"> · Commitment to RFUK's mission and values; · Proven ability to work efficiently in a multinational team; · Excellent organisational and timemanagement 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 develop additional technical knowledge and skills. 	<ul style="list-style-type: none"> · Willingness and ability to travel to Central African countries.

Data Policy

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](#).

Equal Opportunities

We are committed to promoting diversity and inclusion within RFUK. As part of our recruitment process, you may voluntarily complete our [Equal Opportunities Monitoring Form](#). This form is used solely for monitoring purposes and helps us ensure fairness and equal opportunity throughout our recruitment process. Your responses are confidential and will not affect your application.