



JOB DESCRIPTION

Job title: Communications Coordinator

Reporting to: Head of External Relations

Location: London (hybrid)

RFUK operates a hybrid working model with staff working partly from home and partly from the office. The postholder will be required to work in the Bethnal Green office on average 2 days per week.

Salary: GBP £42,522

RFUK operates a fixed salary grid, and salaries are non-negotiable.

Contract type: Permanent

Other benefits:

- 30 days annual holiday allowance (in addition to Bank Holidays)
- 4% employer pension contribution
- Enhanced sick leave and sick pay
- Employee Assistance Programme
- Learning and development allowance
- 4 weeks of work from anywhere in the world

Hours of work: Full time (35 hours a week)

Start date: As soon as possible

Candidates must have a pre-existing right to work in the UK

ABOUT RAINFOREST FOUNDATION UK (RFUK)

Rainforest Foundation UK (RFUK) is a values-driven organisation working with Indigenous Peoples and local communities to protect the world's rainforests and uphold their human rights. Since 1989, RFUK has partnered with forest peoples and grassroots organisations to secure land rights, challenge destructive industries, and influence laws and policies that safeguard forests and the people who depend on them.

Our mission is clear: to combine human rights and environmental protection to tackle deforestation. From the Congo Basin to the Amazon, our work has helped communities protect millions of hectares of

rainforest. With a growing team of passionate advocates for social and environmental justice, we are committed to scaling up our impact to confront the accelerating climate and biodiversity crises.

RFUK is now embarking on an ambitious new 2033 vision to scale up our work and impact in these regions and globally. All our work is delivered in close partnership with Indigenous and grassroots organisations in rainforest countries who are at the heart of what we do. We have a growing team of 30 staff members who are mainly based at our London office in the UK, in France or in DRC.

ABOUT THE ROLE

Reporting to the Head of External Relations and working closely with the Programmes and Fundraising teams, the Communications Coordinator will be responsible for enhancing the external profile of the organisation, communicating to, and broadening our impact with, a wide range of audiences, from multilateral institutions and the global media to our supporters and peers. With a strong grasp of strategic communications, excellent content creation skills and a keen eye for detail, you will have the ability to produce timely and engaging communications outputs both independently and in close coordination with other teams and our local partners.

Based in London with hybrid working options, we offer flexibility, a supportive culture, and the chance to make a lasting difference.

ABOUT THE CANDIDATE

You are an organised, self-starting and experienced communications professional with a proven track record of working in fast-paced, internationally focused environments.

We are looking for someone with a strong track record in developing and promoting engaging content that helps drive change on hard-to-win issues and elevates the voices of marginalised groups. The candidate should also have practical knowledge of online communications tools, including Mailchimp or similar email platforms, website content management systems and social media management platforms. While not an essential requirement, working knowledge of French and/or Spanish is highly desirable.

You are confident engaging with a diverse range of stakeholders from policy makers to journalists to individual supporters and are motivated to build long-term relationships with these groups. You have excellent communication skills, can juggle multiple tasks, thrive in a collaborative environment, and bring resilience and cultural sensitivity to everything you do.

We are looking for someone with an interest in developing their skills as we take on new challenges in delivering our new vision and strategic plan. The role represents an exciting opportunity for candidates with the necessary aptitude, flexibility and ambition, as well as a strong commitment to our mission.

Above all, if you are passionate about social and environmental justice and ready to help shape RFUK's future, we would love to hear from you.

RESPONSIBILITIES

Communications planning and coordination

- Develop, implement and review RFUK's communications strategy and editorial plan, helping us to achieve our 2033 Vision and ensuring communications activity is coordinated across RFUK's programmes, campaigns and partnerships.
- Manage and monitor the annual communications budget.
- Execute programme and campaign-specific communications plans, liaising with RFUK staff and partners to identify, research and develop new content.
- Ensure that Indigenous Peoples and local communities are represented ethically and meaningfully, with their voices and priorities clearly reflected in communications about their issues.
- Develop and implement a crisis communications plan, in line with RFUK's risk management policy.

Content, publications and brand

- With relevant Programmes and other staff, create compelling reports, articles, newsletters, web copy and social media content, drawing on source materials such as project reports, field data, digital maps, trip reports, images and interviews.
- Lead on copyediting, proofreading, dissemination planning and liaison with external design agencies, suppliers and content creators to produce high-quality publications, presentations, videos and other communications outputs.
- Ensure that all external and internal communications, publications, presentations and other outputs are consistent with RFUK's brand, style guidelines and organisational messaging, and support colleagues with day-to-day design requests.
- Organise, manage and update RFUK's media library and maintain a bank of appropriate case studies, interviews, images and quotes for supporter newsletters, the Annual Report, fundraising appeals, social media and other uses.
- Create, edit and distribute RFUK's newsletter and Annual Report, sourcing copy, images and other content from colleagues, partners and external contributors as appropriate.
- Manage the dissemination of RFUK publications, both online and in print, ensuring outputs reach relevant audiences and support RFUK's wider communications and fundraising objectives.
- Work with colleagues and support local and Indigenous partners to summarise and communicate key RFUK positions in ways that are suitable for different audiences (e.g. donors, supporters and policymakers), and cross-amplify our work.

Digital communications and audience engagement

- Produce, edit and update content for RFUK's website and social media channels, ensuring they are engaging, accurate and up to date. Working with others, coordinate initiatives to increase traffic, monitor use and make recommendations for improvement.
- Play a key role in RFUK's upcoming brand and website redevelopment, helping to ensure that our digital presence, visual identity and core messaging remain clear, engaging and aligned with our organisational strategy.
- Coordinate the day-to-day content for RFUK's social media channels, including graphics and short videos, and grow RFUK's presence and user engagement on Facebook, LinkedIn and Instagram.
- With the Fundraising team, develop, implement and monitor a digital engagement strategy,

using Mailchimp and other tools to coordinate targeted emails, newsletters and supporter communications that generate awareness and support for RFUK's mission and work.

- Maintain RFUK's media impact log and media distribution lists, and monitor and analyse KPIs for RFUK's online presence and user engagement via Google Analytics and other reporting tools.
- Using the CRM system, including taking ownership of mailing list data and ensuring effective segmentation and data quality.

Media relations and external profile

- Cultivate new and foster existing relations with key contacts in the print, digital and audio-visual media.
- Raise public awareness of RFUK's programmes, campaigns, partnerships and fundraising with appropriate media outreach, including writing content for press releases and other materials as and when required.
- Develop and maintain a press engagement strategy: monitor online press coverage and social media relating to RFUK's work, analyse trends in press and media coverage, and proactively identify and sell RFUK stories with media value, disseminating them and following up as appropriate.

Other Responsibilities

- Complete all monthly reporting for communications and contribute to organisational learning as requested by the Senior Management Team;
- Maintain distribution lists, ensuring GDPR compliance.
- With the Operations Team, ensure effective internal communications.
- Where necessary, support other staff through the provision of training in media, asset gathering and communications techniques.
- Contribute to the implementation of RFUK's 2026-2029 Strategic Plan.
- Participate in RFUK's ongoing strategic development, including attending internal meetings, team away days, etc.
- On occasion when required, work outside usual office hours and away from the office (including some travel to countries where we work).
- Perform other tasks as may from time to time be requested by the Head of External Relations and/or Executive Director;
- This job description is not exhaustive but is a guide to the main functions and responsibilities of the post.

PERSON SPECIFICATION

We strongly encourage all candidates to read our [Recruitment FAQs](#) before submitting their application.

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • At least three years' experience of working in a similar role, running day-to-day communications tasks in a busy organisation • Demonstrable track record of writing and editing digital content for a variety of channels and audiences, including designing graphics and short videos • Strong experience of content-managing social media channels (Facebook, LinkedIn, Instagram and platforms like Hootsuite/Buffer) and implementing digital engagement strategies. • Strong experience working with website CMS systems like Drupal/Wordpress to post new content and pages • Experience of designing and setting up email campaigns using an online platform such as Mailchimp/Constant Contact or similar • Advanced knowledge of MS Office 365 applications (especially Teams, Outlook, Word, PowerPoint, and Excel) • Proven experience of using image editing software to create online content (Canva, Photoshop, or similar) • Ability to edit, proofread, and format documents to a high standard • Experience of using online monitoring tools like Google Analytics or similar • Good project management, administration, and organisational skills 	<ul style="list-style-type: none"> • Working knowledge of French and/or Spanish (while not essential this is highly desirable). • Experience of working in the international development, human rights, climate, or environmental sector. • Proven experience of working with journalists and media outlets, including strong understanding of how to build and manage media contacts. • Knowledge of European and UK data protection laws and practices • Previous experience of using a CRM platform to effectively manage stakeholder contacts • Proven experience of using video editing software (Adobe Premiere or similar)
Personal Skills and Attributes	<ul style="list-style-type: none"> • Commitment to RFUK's mission and values. • Willingness and ability to learn on the job, keen to undertake training and develop additional technical knowledge and skills. • Excellent organisational and time management skills with the ability to work to multiple deadlines. 	<ul style="list-style-type: none"> • Willingness and ability to occasionally travel, including in remote forest areas.

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

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](#).