

JOB DESCRIPTION

Job title:	Senior Policy Advisor
Location:	London (hybrid), France (remote) or Democratic Republic of Congo (remote/hybrid)
Salary:	GBP 45,074 in the UK / EUR 42,874 in France / USD 53,964.38 in DRC <i>[Please note that all salary amounts are gross and vary depending on the location of the post and the employer contributions. RFUK operates a fixed salary grid, and salaries are non-negotiable]</i>
Contract type:	12 months fixed-term contract <i>(The role is currently offered on a fixed-term basis, with a strong expectation of extension beyond the initial term, dependent on the successful renewal of funding)</i>
Other benefits:	30 days annual holiday (in addition to Bank Holidays); 4% employer pension contribution (UK only) 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 one of the listed locations. Please note RFUK is unable to cover any relocation costs.

If you have specific questions about the role or your application, please email us at jobs@rainforestuk.org and we will aim to get back to you as quickly as possible.

ABOUT RAINFOREST FOUNDATION UK (RFUK)

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.

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

OUR PROGRAMMES

RFUK's programmes team is the largest in the organisation and implements projects, campaigns and research in the Andean 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:** supporting community tenure rights, local governance and forest management, notably through land use planning and local entrepreneurship.
- **Forests & rights:** community-based monitoring, advocacy and campaigns that tackle forest crimes and human rights abuses, the root causes of deforestation and the false solutions to these challenges.
- **Policy, research & learning:** promoting rights-based approaches to forest management through research and advocacy on legal and policy reforms and building critical capacities to deliver impact at scale.
- **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.
- **Programmes Support Unit (PSU):** ensures a harmonised approach to Project Cycle Management, Grant Management, and Partner Management across RFUK's programme portfolio and teams.

ABOUT THE ROLE

The post holder will play a critical role in RFUK's policy and advocacy work in the Democratic Republic of the Congo (DRC) and globally. Reporting to the Policy, Research and Learning Senior Manager, and working closely with the Executive Director and the programmes team, this is a unique and exciting opportunity to help shape the development of the world's largest tropical reserve in the DRC, and contribute to RFUK's cutting-edge international policy and advocacy work on climate, biodiversity and finance.

While the ability to support policy development will be important, the role would suit someone with experience in managing consultants, building diverse networks, and coordinating with consortia of like-minded Congolese and international organisations. The successful candidate will demonstrate a strong commitment to human rights, social justice, and participatory development, together with the practical skills needed to translate these values into tangible policy outcomes. The role will suit someone who thrives on networking, challenging orthodoxies and connecting local realities to systems-level change.

A high level of proficiency in French is essential (minimum B2), including the ability to analyse a wide range of documents, including complex legal texts; lead contracting processes with Francophone partners; and facilitate meetings, workshops and consultations in French.

APPLICATION PROCESS

To submit your online application, kindly complete the [online application form](#) by **2nd November at 9AM (London time)**. Please be aware that the form will be anonymised for review by the panel. Please note that CVs and cover letters will not be considered.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 10 working days of the closing date, please assume that your application has not been successful on this occasion.

Interviews with shortlisted candidates will be held on 12th November 2026. Please let us know in your application if you are available to attend an in-person interview on this date.

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

If you still have specific questions about the role or your application after reading the FAQs, please email us at jobs@rainforestuk.org and we will aim to get back to you as quickly as possible.

SCOPE AND RESPONSIBILITIES

1. Kivu Kinshasa Green Corridor

The Kivu-Kinshasa Green Corridor (or *Couloir Vert*) in the DRC was formally established as a community reserve through Ministerial Decree No. 25/01 in January 2025. Covering approximately 544,270 km² from eastern DRC to Kinshasa, it is the world's largest tropical protected area. The initiative aims to combine conservation of the Congo Basin's forests and biodiversity with inclusive economic development, improved livelihoods, stronger community participation, and greater stability and security.

RFUK is a member of the Independent Committee of Congolese and international human rights organisations that has been established to promote the participatory governance of the reserve and safeguard the rights of Indigenous Peoples and other local communities. Among the initiatives that RFUK will support are the development of tools and procedures to advance participatory governance principles, including protocols for Free, Prior and Informed Consent (FPIC); an accountability framework incorporating accessible and responsive grievance and redress mechanisms; and an assessment of the feasibility of a certification scheme to ensure that projects adhere to best practice standards. This position will play a leading role in the development of these governance tools, working closely with the Independent Committee and ensuring timely input from civil society, community representatives, and other stakeholders to ensure their relevance and applicability.

Key tasks will include:

- Manage and coordinate specialist consultants engaged to support the design and

development of the governance tools.

- Coordinate and contribute to the work of the Independent Committee in developing governance frameworks, tools, and processes.
- Support stakeholder consultations to ensure governance tools are locally owned, relevant, and practical for implementation.
- Participate in Independent Committee meetings, both remotely and in person, including reviewing agendas, briefing materials, and supporting documentation.
- Build and maintain effective relationships with civil society organisations, community representatives, government agencies, and other key stakeholders.
- Support related conservation initiatives, including feeding into a strategy to protect 10 million hectares of primary forest through community-based conservation approaches.

2. International Policy, Research & Advocacy

As well as implementing high-quality projects on the ground with local partners and communities, RFUK seeks to shape the broader policy and funding landscape in favour of local communities and grassroots organisations. The organisation is well known for its impactful research and advocacy on the drivers of deforestation and the false solutions to these challenges, such as ‘fortress conservation’ models and questionable carbon offset projects, that can further marginalise local communities and delay meaningful action on nature loss.

This role will help drive RFUK’s international policy work on climate, biodiversity and forest finance. Specifically, the post holder will contribute to research, policy development and advocacy to support communities in the face of carbon offset projects and advance alternatives to carbon markets; promote more direct, equitable and sustainable finance for frontline forest defenders; and strengthen international efforts to tackle deforestation.

Key tasks include:

- Contribute to RFUK’s research, policy, and advocacy initiatives and represent the organisation in relevant coalitions, partnerships, and working groups on these issues.
- Maintain strong and ongoing engagement with NGO and Indigenous partners to ensure policy alignment and our work responds effectively to their needs and priorities.
- Provide strategic guidance, technical support, and mentoring to partners in relation to their engagement on regional and international policy processes, in collaboration with the Forest and Rights and Communications teams.
- Represent RFUK at relevant local, national, and international forums, conferences, and policy discussions.
- Develop and deliver media engagement and outreach activities in collaboration with relevant teams, helping to raise awareness of RFUK’s policy positions and priorities.

3. Project management and other tasks

- With support from the Programmes team, manage certain projects within the thematic areas outlined above, ensuring effective budget oversight, financial management, and compliance with funding requirements, including the support of local partners in project implementation.
- Ensure the successful delivery of projects in accordance with donor requirements, contractual obligations, and relevant RFUK policies and procedures.

- Contribute to organisational strategy development, business planning, and fundraising.
- Undertake any other duties reasonably requested by the Executive Director or Line Manager from time to time.

4. Other

- Support the identification and development of strategic project and funding opportunities that advance RFUK's campaign and programme objectives.
- Contribute to the development and execution of organisational strategy and planning.
- Travel up to 10 weeks per year including in remote forest areas.
- Perform other tasks as may from time to time be requested by the Forest and Rights Manager, the Head of Programmes and the Executive Director.

PERSON SPECIFICATION

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

Detail	Essential	Desirable
Knowledge and Experience	• Fluency in English and French (spoken and written), with French proficiency at a minimum of B2 level, including the ability to work with complex documents, facilitate meetings, and engage professionally with partners and stakeholders. • At least five years' experience in a policy, advocacy, research, or international development environment, preferably within an NGO, charity, or action-research organisation. • Good knowledge of climate, forest, biodiversity, and environmental issues, particularly as they relate to human rights, Indigenous Peoples, local communities, extractive industries, and sustainable development in Africa. • Demonstrable experience of developing, influencing, or contributing to policy and advocacy strategies, with evidence of achieving policy change, strengthening governance processes, or influencing decision-makers. • Strong research and analytical skills, including the ability to interpret and synthesise complex legal, policy, governance, and technical information and translate findings into practical recommendations and advocacy messages. • Experience coordinating multi-stakeholder initiatives, coalitions, committees, or networks, bringing together organisations with diverse perspectives and interests to achieve shared objectives (including civil society organisations, community groups, government institutions, donors, and international partners). • Excellent project and consultant management skills, including overseeing budgets, deliverables, partners, and reporting requirements.	• Experience of working with partner organisations in the Congo Basin. • An understanding of international financial institutions, international organisations and donors. • Good knowledge of Indigenous Peoples' rights issues and international agreements affecting them, especially in an African context. • Demonstrable knowledge and experience of participatory and rights-based approaches to community development and advocacy. • High level of proficiency in Microsoft Office particularly Excel, Word, PowerPoint, and online collaboration tools.

	• Outstanding written and verbal communication skills, including the ability to communicate complex issues to a range of audiences and contribute to media, public affairs, campaigning and advocacy activities.	
Personal Skills and Attributes	• Commitment to RFUK's mission and values. • Proven ability to work efficiently in a multinational team. • 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. • Proactive, resourceful, and self-motivated, with the ability to take initiative, solve problems, and deliver high-quality work independently • Flexible and resilient, with the willingness and ability to travel regularly within the Congo Basin region and internationally as required.	

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](#).