

VACANCY NOTICE

Job title: Programme Assistant (two positions)

Location: Remote, subject to timezone limitations:

- One position is flexible within GMT +/- 2
- The other position is flexible between GMT-5 and GMT+1

For candidates who are UK based and commutable to FPP's office, an office-based or hybrid working arrangement is available.

Reporting to: Programme Coordinators

Contract type: Permanent employee (if UK-based). Applicants based outside the UK would be considered for the role on a consultancy basis, subject to local employment and tax regulations.

Hours: Negotiable for the right candidate. Part-time or full-time hours considered (not less than 4 days/week)

Salary: £30,000 – £35,000 FTE, subject to experience

Benefits: We offer a flexible, inclusive, supportive and friendly work environment. Our benefits include 25 days of annual leave (FTE), plus the week between Christmas and New Year when the office is closed, and UK or equivalent of 8 public holidays. We also offer enhanced maternity and paternity leave, along with flexible working arrangements to help staff maintain a healthy work-life balance. We are an equal opportunities employer and value collaboration, diversity, and the unique contributions of each individual, and welcome applications from candidates of all backgrounds.

About Forest Peoples Programme

Forest Peoples Programme (FPP) is an international NGO that has been working with Indigenous Peoples and forest peoples for 35 years since it was established in 1990. As of 2026, we work in 18 countries across South and Central America, Africa and Southeast Asia, with over 50 partners based in the tropical forest belt. We work directly and in solidarity with communities and peoples, supporting them to secure their rights to their traditional lands, territories, and resources, protect their forests and ways of life, and choose their own futures.

Working at local, national and global levels FPP supports Indigenous Peoples and forest peoples to effect change from the bottom up – grounded in struggles to advance the enjoyment of their rights and seek remedy for violations. At the same time, we work to ensure the voices and priorities of Indigenous Peoples and forest peoples shape

national and international law and policy – e.g. relating to business and human rights, climate, and biodiversity – so that resulting regulatory and market reform better serves and respects their rights.

Role summary

The work of Forest Peoples Programme (FPP) is organised via three core programmes, each of which is led by a Programme Coordinator. The Programme Assistant position provides a broad support function for the Programme Coordinator, principally in relation to administrative and logistical support, as well as supporting programme and project monitoring and management (including some financial management). Programme Assistants need to be able to work at pace on multiple different tasks concurrently; to be proactive and take initiative under broad direction; to be able to work directly and respectfully with Indigenous Peoples and forest peoples and their organisations; and to be able to write well, taking notes and distilling information in English (and ideally also in a second relevant language).

Responsibilities

- Contribute to development and tracking of the Programme’s work, including key dates, deliverables and actions, and help maintain internal knowledge management systems and channels.
- Support Programme and sub-programme team meetings, including organising meetings, drafting agendas, taking minutes, and monitoring and following up on action points.
- Support the Programme Coordinator and other programme colleagues in communications with grant partners, donors and other parties, including liaising with partners and programme colleagues to prepare Partnership Agreements, Letters of Agreement, and consultancy contracts (from templates).
- Work with the Programme Coordinator and the finance team to track expenditure across relevant programme budgets, monitor progress (including spend) on key projects within the programmes, track key donor reporting deadlines and help compile and submit narrative and financial reports to donors.
- Support fundraising, including compiling and checking grant applications.
- Support finalisation of publications and communications.
- Assist in planning, preparation and organising of events, workshops or meetings, working closely with FPP’s admin/logistics and finance teams, and supporting the attendance and participation of partners and staff at other national and international events. Accompanying programme colleagues on international trips and meetings to lend a hand where needed.
- Provide (where able) or facilitate access to, remote (and potentially also in-country, as needed) capacity building support to local partners in relation to project management, finance, planning, reporting, computer/IT skills, communication and procedures, monitoring and evaluation etc.
- Act as a port of call for programme staff seeking programme or project information or information about wider organisational policies and processes.

- Support the tracking of impacts against an established Monitoring, Evaluation, Accountability and Learning (MEAL) framework, working with programme colleagues to assemble and systematise information.
- Participate in FPP meetings and staff sharings (online or in person) and attend FPP's Annual General Meeting.
- Other tasks incidental to these or otherwise as agreed with the line-manager.

Person specification

Essential experience	Desirable experience
Experience of working in the not-for-profit sector, ideally with an international focus	Experience of working in FPP's niche (or related), including with Indigenous Peoples, forest peoples, and global south organisations and/or networks
Experience with project administration and logistics work, supporting fundraising and donor reporting, and supporting meetings and events.	Experience of working in the geographical regions where FPP works
Experience of supporting financial management of grants and projects, including drafting and monitoring large and complex budgets	Experience of remote working, particularly with people from different cultures
	University degree in a subject relevant to the work of FPP

Essential skills and qualities	Desirable skills and qualities
Highly proficient in written and spoken English	Fluent or highly proficient (professional working level) in one or more of the following languages: French, Spanish and/or Bahasa Indonesia
Ability to work effectively, sensitively and proactively as part of a multi-cultural, dispersed team of FPP staff and partners to achieve shared objectives.	Understanding of human rights and Indigenous Peoples
Excellent communication skills and ability to build healthy working relationships both internally with colleagues and externally (including with partners from global south, remotely and in person)	Working knowledge of the themes relevant to FPP work, e.g. environment governance, responsible finance, and gender justice
Proven organisational and time management skills with the ability to work under pressure and to multiple deadlines, and the flexibility and agility to respond to multiple and evolving priorities and timelines	

Alignment with the vision, mission and core principles of FPP's work	
Excellent writing skills, including the ability to synthesise information from various sources and express it concisely	
Availability to travel overseas for 1-2 weeks at a time (likely no more than 2-3 times per year, if at all)	
Strong skills in Microsoft applications, including in particular Word and Excel	

We encourage candidates to apply who do not strictly meet all the criteria listed above and yet are confident in their transferable skills. We value individuals who demonstrate commitment to FPP's vision, mission and core principles, motivation to learn, and the potential to thrive in the role. When reviewing the specified essential and desirable qualities, 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.

Application instructions

To apply for this post, please submit a CV and covering letter and send those to info@forestpeoples.org with your name and 'Programme Assistant' using the following subject line format: "JOB TITLE_YOUR NAME". As an equal opportunities employer we ask that applicants do not include a photograph in their application.

Deadline for applications: 8th March 2026, at 17.00 GMT

Estimated interview dates: During the week commencing 16th March 2026

For the covering letter (max 2 pages), interested applicants are advised to carefully study the job description and reflect on how your work and experience reflects the experience and competences we are looking for and would enable you to successfully fulfil the specified role responsibilities.

Only those candidates that are short-listed for interview will be contacted.

FPP is unable to sponsor visa applications for this role.

Posting date: February 9th 2026