

# Job Description – Programme Assistant, Congo Basin

## The Role

FPP is looking for an organised, dedicated person to support our work in the Congo Basin. The role will principally involve administrative and logistical support as well as supporting project monitoring and management (including financial management). This is a cross-cutting role which will work across all three FPP programmes (Legal and Human Rights Programme, Environmental Governance Programme, and Responsible Finance Programme), and will report to the Congo Basin Focal Point.

## About us

Forest Peoples Programme (FPP) is a human rights organisation whose mission is to work in solidarity with forest peoples to secure their rights to own, manage and control their customary forests and lands and decide their own futures. FPP's work involves: providing legal and technical assistance to indigenous peoples and other forest dependent communities to secure their human rights; facilitating local community governance through mechanisms including territorial mapping, participatory land tenure assessments, documentation of traditional knowledge, and supporting development of community governance plans; and supporting communities to hold international companies and financial institutions accountable where they violate or risk violating the human rights of forest peoples. FPP works with forest peoples in South America, Africa and Asia to help them secure their rights, build up their own organisations and negotiate with governments and companies to ensure that any economic and conservation activities on their lands respect their rights to self-determination. Gender equality is also a cross-cutting principle of our work. For more information see our website [www.forestpeoples.org](http://www.forestpeoples.org)

## Tasks and responsibilities

In collaboration with other FPP staff, the role may include:

- Liaising with partners in the Congo Basin, as well as FPP staff in the Congo Basin and elsewhere;
- Preparing partner and consultancy contracts for our work in the Congo Basin (from templates);
- Supporting FPP staff and its partners in collaborative project/activity planning and budgeting, project monitoring (including tracking expenditure) and narrative and financial reporting for Congo Basin projects;
- Organising and taking minutes for coordination meetings;
- Support to fundraising (including compiling and checking applications, and potentially support for drafting and/or scoping new opportunities);
- Providing remote (and occasionally 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.;
- Supporting coordination of large in-country events undertaken in the Congo Basin;
- Supporting participation of Congo Basin staff, partners and community members in national, regional or international events;
- Supporting finalisation of publications and communications in French and/or English;
- Creating and maintaining a centralised database of information related to our Congo Basin work (projects, partner contact details, etc);

- Assisting partners with information technology issues where required;
- Occasional informal French-English translation or interpretation.
- Other tasks as agreed.

Depending on time constraints, interest and qualifications, there may be opportunities for the Programme Assistant to engage or expand into other functions (such as communications, policy monitoring, monitoring and evaluation, or other areas). However, the priority focus of this role relates to administrative support and project management, and FPP is open to candidates who wish to focus exclusively on these areas.

FPP comprises two legal entities, a UK Charity (FPP UK) and a Dutch Stichting (FPP NL). This post will be hosted within FPP UK, but will involve collaboration with staff from both FPP NL and FPP UK.

**(Programme Assistants are on the equivalent level as Project Officers on the FPP payscale)**

Please note FPP UK is unable to sponsor a visa for this post, and candidates must have or be able to obtain the right to work in their proposed location.

### Skills and Experience

- Fluency in written and spoken French and professional working proficiency in English (essential);
- Excellent organisational, coordination and communication skills (essential);
- Financial literacy and budgeting skills, **or** strong numeracy skills and a willingness to learn budgeting / financial management (essential);
- Excellent computer skills, efficient use of online communication networks/databases (essential);
- Understanding of, and commitment to, the mission and vision of FPP (essential);
- A positive approach, patience and flexibility (essential)
- Willingness to travel (up to a maximum of 4-6 weeks per year) (desirable)
- Relevant qualifications in project management, administration, or university degree in a subject relevant to the work of FPP (desirable)
- Previous experience supporting project management in an NGO (desirable)
- Experience of working and/or living in Africa, and particularly in the Congo Basin (desirable).

### Terms

- Full time, based in the UK.
- Based in our office in Moreton-in-Marsh, Gloucestershire, or remote working. We have a preference for at least 2 days a week working from the Moreton-in-Marsh offices, but we will consider remote working with occasional travel to the office (3-4 days, 3-4 times per year and potentially some other days) for the right candidate.
- 25 days annual leave per year, plus closure between Christmas and New Year and public holidays.
- Salary dependent on skills and experience in the region of £28,000-£30,000.
- Must have the right to work in UK.

### To apply for this post

Send your CV and covering letter by email to [info@forestpeoples.org](mailto:info@forestpeoples.org) with your name and 'Programme Assistant – Congo Basin' in the subject line.

- Deadline for applications: 4 November 2022
- Expected interview dates: week beginning 14 November 2022

***We regret that we are unable to contact or give reasons to those candidates who are not short-listed.***