

JOB DESCRIPTION

Job Title:	Livelihoods Coordinator
Location:	Democratic Republic of Congo, Kinshasa or Mbandaka <i>Candidates must have a pre-existing right to work in DRC</i>
Salary:	\$50,910 (DRC) gross per annum <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. The DRC salary figure applies to DRC nationals only, as expats are subject to additional 25% tax.</i> <i>RFUK operates a fixed salary grid, and salaries are non-negotiable.</i>
Contract:	12 months fixed-term (with the possibility of extension)
Hours of work:	Full-time (35 hours per week)
Other entitlements:	30 days annual holiday (in addition to DRC Bank Holidays)
Start date:	April 2026

ABOUT 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. Since our founding, this approach has supported communities to protect millions of hectares of forest in the Congo and Amazon Basins. 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 over 25 staff members who are mainly based at our London office in the UK, in France or in DRC.

OUR PROGRAMMES

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 through three interlinking and mutually reinforcing pillars. Our Forests and Rights programme enables communities to respond effectively to threats to their forests through technology and grassroots-led advocacy while also tackling the structural causes of deforestation through research-led campaigns. Our Land and Livelihoods programme, which this role sits within, promotes the tenure rights and sustainable livelihoods of local communities as the foundation for good forest governance and self-determined development. The third crosscutting component seeks an exponential increase in these activities through building and strengthening strategic partnerships, skills and movements to drive impact at scale.

COMMUNITY FORESTS IN DRC

The evidence increasingly supports the Rainforest Foundations' founding principle that the most effective and just way to protect tropical forests is to secure the tenure rights of Indigenous Peoples and other local communities who live in them. The landmark adoption of the Community Forests Decree in 2014 and its main by-law in 2016 in the Democratic Republic of Congo (DRC) is therefore one of the most significant legal reforms related to tropical forests and forest peoples' rights in recent years. This framework could benefit millions of forest-dependent people, with tens of millions of hectares potentially available to develop pro-poor models of forest management.

RFUK and our local partner network have played a leading role in advocating for the law and its implementation. This has included pioneering work with dozens of local communities to establish and manage their community forests and pilot sustainable agriculture techniques and value chains. It has also involved substantial efforts to support the wider enabling conditions such as through implementation of the national community forest strategy, roundtables and atlas. With more than 200 community forests covering nearly five million hectares - an area the size of Costa Rica - now established in the country, the next phase is to consolidate and expand these areas so that they can provide widespread economic and forest-friendly benefits for their inhabitants.

ABOUT THE ROLE

RFUK and our local partners in DRC and Gabon are working with Partnership for Forests (P4F), a UK government programme that leverages private-sector engagement to support sustainable forest economies, to remove barriers to community enterprise, strengthen value chains, and improve market access. Together, these efforts aim to help create an alternative future for the world's second-largest rainforest and the communities who depend on it. We are seeking a dynamic, committed, and experienced professional who can get stuck in and thrive across diverse environments, from working with forest communities to engaging with the private sector, government, and international donors.

The primary goal of the **Livelihoods Coordinator** will be to lead the strategic design and technical execution of sustainable livelihood interventions. The Livelihoods Coordinator will ensure that field activities foster community resilience and economic empowerment, while aligning with conservation objectives.

This includes:

- **Co-designing evidence-based livelihood strategies** with local partners, ensuring they are culturally appropriate, market-linked, and ecologically sustainable.

- **Providing rigorous technical oversight** of field activities to maximise socio-economic impact and ensure seamless integration with regional stakeholders, local authorities, and biodiversity management.
- **Driving institutional strengthening** of partner NGOs through targeted capacity building, mentorship, and the transfer of best practices in sustainable livelihoods and natural resource management.

The role is expected **to undertake a significant number of field-based travels**, including extended periods in remote forest areas (**up to 50%**).

The **Livelihoods Coordinator** is expected through to build upon existing foundations by:

- **Scaling the Farmer Field School (FFS) Model:** Support the standardising of the FFS curriculum across all supported communities to ensure consistent technical quality.
- **Professionalising producers' associations (or MUSOs):** Guiding mature MUSOs through the legal transition into registered cooperatives capable of signing contracts with national and international buyers in both the private and public sectors.
- **Strengthening the "Forest-Livelihood Nexus":** Ensuring that the economic gains from these new agricultural approaches are explicitly tied to the community's commitment to protect their Community Forest borders, as monitored by systems like ForestLink.

RESPONSIBILITIES

Technical Coordination and Support to Local Partners

1. Provide high-level technical mentorship and support to DRC partners to co-design context-specific livelihood interventions with communities benefitting from the programme, combining local knowledge and best practices. This includes ensuring and documenting communities' Free Prior and Informed Consent (FPIC).
2. Support technical assessments of new partners, including evaluating their past performance in agroforestry or community enterprise, designing Technical Improvement Plans to address identified gaps, and providing technical support during partner improvement workshops and trainings.
3. Promote gender-sensitive and youth-inclusive livelihood strategies, ensuring that programme designs actively address barriers to participation, strengthens equitable access to resources and decision-making, and creates economic opportunities tailored to women and young people in forest-dependent communities.
4. Drive the transition toward regenerative landscapes by supporting the training of producers in climate-smart agroforestry and organic intensification. Focus on reclaiming degraded lands to boost yields and household income while creating a "buffer effect" to prevent further primary forest encroachment.
5. Support the design of pilot Payment for Environmental Services (PES) models that provide direct financial incentives for communities maintaining forest cover and biodiversity.
6. Facilitate the legal and operational establishment of community governance bodies, with a key focus on designing transparent benefit-sharing mechanisms and the management of Community Development Funds to ensure equitable distribution of forest-derived revenues.
7. Lead the formalisation of community-led economic structures, such as Mutuelles de Solidarité (MUSO) and agricultural cooperatives. Support the development of bankable business plans and market-linkage strategies that bridge the gap between remote forest communities and value-added markets.

8. Plan and undertake monitoring missions to review project progress with local partners and to provide on-the-ground quality assurance, including identifying bottlenecks in project delivery and proposing rapid technical adjustments, and mentoring partner field staff in real time to ensure correct application of methodologies.
9. Lead the integration of Monitoring, Evaluation, Research and Learning (MERL) across all livelihood activities, including supporting partners to collect high-quality data, validating evidence from the field, contributing to adaptive management processes, and ensuring that lessons learned inform programme design, scaling decisions, and donor reporting.

Support to the Land & Livelihoods Team

10. Assist in translating field data into clear, impact-oriented donor reports by synthesising qualitative and quantitative findings, drafting technical narrative sections, and supporting partners to provide accurate, timely, and evidence-based information.
11. Collaborate with the team to ensure that livelihood activities do not inadvertently increase security risks for Environment and Human Rights Defenders. This involves reviewing work plans through a "Do No Harm" lens, especially in volatile DRC regions.
12. Liaising with relevant government ministries, local authorities, funders and civil society organisations, including managers of neighbouring protected areas, to promote the Livelihoods programme.
13. Lead on the documentation of Livelihoods programmes implementation by synthesising partner feedback into technical case studies.

Other

14. Contribute to development of new livelihood-related proposals, including the preparation of budgets and other administrative requirements for funding proposals.
15. Contribute a field-based "Livelihoods lens" to RFUK's overall organisational strategy by attending internal and external meetings, strategy away-days, etc.
16. Represent RFUK in external meetings, donor forums, and policy working groups to influence the sector's approach to rights-based conservation.
17. Perform other tasks as may from time to time be requested by the Head of Programmes, L&L Senior Manager, and the Executive Director.
18. Undertake field-based travels, including extended periods in remote forest areas.

PERSON SPECIFICATION

Detail	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Written and spoken fluency in English and French (both at B2 level or above). • Bachelor’s degree in agronomy, rural development, Forestry, land governance, international development or a related subject, or equivalent work experience. • At least 3 years of experience of project management support in a charity or in an international development context - including budget management, overseeing work done by partner organisations and donor reporting responsibilities. • At least 3 years of relevant experience in land management, supporting community land use planning and livelihoods initiatives in rural contexts. • Strong experience in field-based work in rural or forest landscapes and extensive experience of working with local partners in developing countries. • Good knowledge of forest governance, value chain development, and human rights, preferably in Central Africa. • Proven ability to design or implement MERL frameworks, support partners in collecting reliable data, and translate findings into practical recommendations 	<ul style="list-style-type: none"> • Working experience in DRC and/or Gabon. • Excellent negotiating skills and experience of participating in high-level meetings with donors and decision makers. • Experience of new project development, including program design and development of funding proposals. • Experience supporting the management of large-scale and complex projects with multiple donors. • High level of competence in using software packages, including main Microsoft Office applications, particularly Excel.
Personal Skills and Attributes	<ul style="list-style-type: none"> • Empathy with and commitment to RFUK’s Vision and Mission. • Cultural sensitivity and demonstrable commitment to the principles of inclusion and non-discrimination • Strong facilitation and community mobilisation skills. • Excellent interpersonal and communication skills – written and oral. • Careful and conscientious with demonstrable attention to detail. • Excellent organisational and time management skills with the ability to work under pressure and meet multiple deadlines. • Willingness and ability to travel in DRC and other countries in the region, including in remote forest areas. 	

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](#).