



## Programme Officer

**Sectors:** Community development, rainforest conservation

**Location:** Penryn, Cornwall

**Hours:** Full time, permanent - 37 per week

**Salary:** £21,000 -£24,000 depending on experience

**Deadline:** Midday on Friday 24th March

**Interviews:** Weeks of 10th and 17th April (TBC)

**Start date:** May 2017 (or as soon as possible)

### Main purpose of the role:

To support Cool Earth's Programmes team with research, administration, and analysis, and to be the main point of contact for the Communications and Fundraising team to develop content, stories and reports for donors and stakeholders.

### About us:

Cool Earth works alongside indigenous villages putting local people back in control with the resources they need to keep their rainforest intact. All our partnerships are community-owned and led. By developing local livelihoods, we end the cycle of deforestation that entrenches villages into further poverty. For more information about our work and our team visit [www.coolearth.org](http://www.coolearth.org)

### About you:

Everything we do starts with our rainforest partners. Your enthusiasm and hunger for knowledge will mean that in no time you'll be an expert on all things Cool Earth and what we do to save rainforest and strengthen village life in Peru, the DR Congo and Papua New Guinea.

Making sure our community grants are spent fairly and effectively is a keystone in our work. You will support our Programme team in research and administration, keep up-to-date with latest relevant news and research and help to develop and analyse monitoring and evaluation data.

You'll also help make sure that every single one of our supporters knows what they are making possible by working closely with our Communications and Fundraising team to produce fantastic content. This means you'll have great communication and report writing skills, work collaboratively at all times and delight in helping turn a fragment of news into a fundraising campaign.

### Main Responsibilities:

- Be the main point of contact to the communications team for content from our forest partnerships and latest news and research.
- Provide research and report writing support to the Trusts and Foundations Manager to write funding applications and funding reports.
- Monitoring, evaluation and learning – help research and develop the programme’s MEL system to ensure that our impact can be effectively measured and that learning continually refines and improves programme design and delivery.
- Business development – provide research and report writing support to the Programme Managers and the Fundraising team to raise business and institutional.
- Supporting the Programme team in administrative processes as necessary. For example helping log project records and keeping programme meeting minutes.
- Other tasks as required by the Programme team

## Essential skills and experience

- Be educated to degree level or equivalent qualification in international development or conservation or related science/social science
- Data entry, cleaning, data management
- A good grasp of, and interest in, community development, conservation, social studies, ecology and climate change
- International conservation experience, particularly working with communities in developing world countries and working in remote, basic conditions
- Research skills: reading and deciphering scientific journals and articles, looking into latest methods, relevant news and potential collaborating organisations
- Excellent knowledge of Microsoft Office, particularly in Excel
- Experience in writing for web and using social media
- Time management skills, with ability to work to multiple deadlines
- Dynamic and proactive approach
- Ability to communicate effectively and with impact (both verbal and written)
- Ability to work collaboratively as a team player
- Understanding and interest in rainforest deforestation and conservation

## Desirable skills and experience

- A Master's degree or equivalent experience in Conservation or International Development or related field preferable.
- Skills and knowledge in impact measurement.
- Spanish fluency
- Basic M&E experience: using excel, social studies/ survey design,
- Practical field experience in a conservation or development context working with local communities.
- Experience working with forest communities.

## How to apply:

Online at <http://www.coolearth.org/work-for-us>. Please don't send CVs. No agencies, thanks.

Regrettably due to limited resources and high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Cool Earth values diversity and is committed to equal opportunity. If you have any requirements in relation to your application, please contact Megan at [iwanttowork@coolearth.org](mailto:iwanttowork@coolearth.org) titling the email "Programme Officer" or telephone +44 (0)1326567200