



### Job Description

Job Title	Programme Officer
Department	Programmes Team
Reporting to	Deputy Director, UK
Salary	£26 - 28,000 depending on experience
Location	Cool Earth UK, Penryn office, Cornwall
Liaising closely with	PNG in-country teams, Programme Managers, Communications Officer, Fundraising Officer, Trusts and Foundations Manager
Essential Purpose of Role	To work alongside, support and advise the Project Manager in Papua New Guinea, and provide research support to the Programmes Team in the UK.

#### Duties

#### PNG PARTNERSHIP SUPPORT

- Act as a point of contact and manager in for all partnerships in PNG
- Support the in-country PNG Project Manager
- Provide strong and motivational support, and where needed, management to the Programme Coordinators in PNG to achieve their terms of reference through performance management, training provision and personal development planning to ensure efficient and effective delivery of the programme.
- Provide technical, administrative and logistical support to the Programme Coordinators in PNG, to ensure the successful delivery of the Cool Earth model, including:
  - In-country systems and procedures are in accordance with institutional systems and procedures where possible including implementation of knowledge and data management processes
  - Compliance with Health and Safety procedures to manage and minimise risk within the PNG programme
  - Maintain regular communication and coordination with the PNG Project Coordinators (monthly update forms, 6 monthly community project budgets and project plans, photos from the field)
  - Keep up-to-date with PNG payments to staff and partner community members
  - Provide technical input and advice to PNG team as required on conservation issues and priorities, project design, development, implementation and monitoring
  - Analyse and verify PNG team expenses and quarterly financial reports
- Plan annual budgets for PNG partnership, tracking programme expenditure with the Finance Manager, and conducting regular review and evaluation of programme spending
- Collaborate with Finance Manager to ensure all PNG payments are logged and recorded against the annual project budget



- Liaise and collaborate with the Trusts and Foundations Manager to support in their assessment of potential funding sources and provide support in their completion of funding applications
- Support the Fundraising and Communications teams and the Head of Trust and Foundations in writing programmatic content for business and trust reporting and providing regular updates on our programme work through team meetings
- Provide the communications team with regular updates from the PNG partnerships
- Support the Head of Fundraising and Communications and the Deputy Director to align fundraising targets with programmes work and development
- Where relevant and appropriate, support in-country staff to identify, develop and nurture relationships and partnerships with third parties, including national and local government agencies in PNG, relevant local and national NGOs and academic institutions, to maximise effective delivery of the PNG partnership projects
- Travel to the PNG partnerships (up to two trips per year for two weeks at a time)

#### **Fundraising, new partnerships, communications support and reporting**

- Liaise with the Trusts and Foundations Manager to support the completion of funding applications and donor reports, working closely with the Programme Managers and Deputy Director
- Work closely with Communications Officer and Fundraising Officer to proof read all communications stories and business updates on behalf of the programmes team before they are published
- Compile research summaries and reviews which can aid communications and fundraising in their work

#### **Assist in Monitoring, Evaluation and Learning (MEL)**

- Support MEL Manager in development of organisation wide MEL tools

#### **Administrative support to the programme team**

- Supporting the Programme team in administrative processes as necessary – includes keeping minutes on all project and programmes meetings, programme team meeting agenda manager, keeping all programme team information logs up to date (projects list, current state of projects) and keeping abreast of upcoming T & F applications and reporting deadlines.



- Fluency in written and spoken English
- Educated to degree level (or equivalent) in a related subject such as international development, conservation or related science/social science
- Experience in an international conservation or development programme
- Proven interest in conservation issues and/or experience in community development practices or social survey techniques
- Knowledge and understanding of international development issues and awareness of current thinking and trends in the sector
- Ability to communicate clearly, concisely and diplomatically, verbally and in writing
- Strong organisational and time-management skills
- Ability to work collaboratively as a team player
- Genuine interest in and commitment to the humanitarian and environmental principles of Cool Earth.

#### Desirable Knowledge Skills & Abilities

- Experience working in remote regions and/or developing countries
- Understanding of and interest in rainforest deforestation and conservation
- Experience of assessing risks, particularly for international fieldwork
- Practical field experience in a conservation or development context working with local communities.
- Skills and knowledge in impact measurement and MEL systems design and practical application
- Experience in supporting the planning of and execution of NGO programming exit strategies
- Experience working with forest communities.
- Willingness to travel internationally