

POSITION: RIMBA COLLECTIVE ASSISTANT PROGRAMME MANAGER

Duty Station: Lestari Capital Office, Jakarta or Bali, Indonesia

Contract period: Full time, 1 year with potential for extension

COMPANY SUMMARY

Established in 2017, Lestari Capital is a start-up environmental enterprise, built to protect the world's natural assets through a commercially viable business model. We accomplish this by mobilizing new finance for initiatives that protect and rehabilitate important natural landscapes around the world. The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

As the global commodity sectors begin to respond to evolving market requirements, Lestari Capital works in parallel with the same forces driving supply-chain transformation to generate financing for conservation. Lestari Capital works by providing credible, transparent and efficient ways for the private sector to meet and surpass sustainability commitments, certifications and import requirements. We are using this approach in Southeast Asia, demonstrating how the cost of environmental impact can be built into the cost of commodity production.

Lestari Capital's impact model addresses a critical need for long-term operating capital for Projects run by local communities, conservation non-profits and environmental services companies. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand for on-the ground conservation efforts among commodity producers/buyers with Projects that are protecting or restoring forests where these companies operate, to protect at-risk areas.

At the center of Lestari's approach is the Sustainable Commodities Conservation Mechanism (SCCM), which finances Projects for a minimum of 25 years. The SCCM provides independent fiduciary oversight that ties payments to results on the ground, ensuring benefits to local communities, global climate and biodiversity.

Funds are managed through a financial vehicle domiciled in Singapore that delivers payments through a custodian bank. Lestari Capital's diverse Project portfolio includes internationally certified initiatives on the forefront of tropical conservation, ecosystem restoration and community forestry. Our company specializes in selecting, vetting and financing certified conservation, restoration and community-forest Projects that protect forests, peatlands and biodiversity. This includes working with members of the Roundtable on Sustainable Palm Oil (RSPO) and those with "Zero Deforestation" pledges. Efforts are also underway to expand to additional commodity sectors, as our company supports emerging sustainability trends through a credible and transparent conservation finance platform.

Lestari Capital is supported by a diverse group of public-private partnerships and brings actors from the commodities and finance sectors together with conservation initiatives and funders. Our portfolio prioritizes support for Project models that can eventually support jurisdictional and national climate targets.



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THE RIMBA COLLECTIVE

Over the last year, Lestari Capital, together with a group of leading companies, has been conceptualizing and building a unique financial mechanism that aims to raise entirely new sources of market capital for the protection, restoration and rehabilitation of key forest ecosystem areas in Indonesia and Southeast Asia broadly. This groundbreaking initiative, the Rimba Collective, aims to tackle some critical questions for conservation impact, for industry sustainability commitments, and for the future of how conservation is financed.

The programme is a multi-workstream, collaborative and high-profile initiative that builds on our successes in the RSPO by developing a new SCCM mechanism that will:

1. Bring together leading and progressive companies to spearhead the development process
2. Develop a 500,000-hectare portfolio of conservation, restoration and livelihood projects
3. Develop a financial mechanism that integrates conservation payments into the cost of goods, existing procurement lines and business relationships
4. Initiate the first transactions of the mechanism and optimize for further scale-up
5. Expand market uptake and support for conservation projects

POSITION SUMMARY

The Rimba Collective Assistant Programme Manager will report to the Rimba Collective Programme Manager and work closely with the Corporate Affairs Lead. The Assistant Programme Manager will play a key role contributing to all aspects of delivery of the Initiative, including: work and resource planning, engagement with external partners from the private sector and government, external communications, coordination of internal workstreams to ensure timely delivery of results, and oversight of consultancies. This position will support the overall coordination of a fast paced, dynamic and innovative initiative, ensuring smooth operations and high-quality results.

This position offers the opportunity to gain exposure to both corporate and government sectors through engagement with partners and involvement in the development of a transformative industry-level initiative. This position would be ideal for an early professional seeking high level exposure to corporate sustainability, government, finance and conservation sectors, and build program management, communications and engagement skills.

SPECIFIC AREAS OF RESPONSIBILITY

Management

- Support regular monitoring and updating of the Rimba Collective workplan and budget; identify and implement management system improvements.
- Coordinate regular calls and engagements with external partners (corporate, government and NGOs), including scheduling and managing attendance, preparing agendas and drafting and circulating meeting minutes and other materials.
- Track and monitor action items from all calls and meetings, and ensure needed follow-up happens in a timely manner.
- Support the hiring, coordination and management of external consultants related to communications and government engagement; monitor progress and compliance with contract terms, track payments and update the budget forecast accordingly in coordination with the COO



team.

Government Engagement & Policy

- Support the Corporate Affairs Lead with ongoing government engagement needs at the national and subnational level. This may include drafting invitations, preparing presentations and follow-up materials, preparing meeting agendas and notes, drafting thank you letters and supporting follow up with for government officials.
- Develop a database for tracking engagement with government and collating relevant information and policies to inform the broader program strategy.
- Manage government affairs-related consultancies.

Communications & Outreach

- Support regular communication with corporate partners, including drafting emails and responding to requests.
- Contribute to and oversee the production of communications products, such as videos, social media content, blog articles and website materials.
- Manage communications-related consultancies.
- Support the development of slide decks, digital and social media materials, and other ad-hoc research needs.
- Support the set-up of client relationship management software.

QUALIFICATIONS

- Minimum of 2-3 years working experience preferably in sustainability, business, communications, environmental conservation, conservation finance and/or agricultural sectors.
- Bachelor's degree required; Master's degree preferred in a field related to sustainability, environmental management, communications, public administration or business.
- Proactive, high level of organization and attention to detail.
- Good humor and flexibility; ability to thrive in a multicultural team.
- Excellent writing skills and ability to communicate professionally with high-level stakeholders.
- Experience with external communications.
- Experience in building and maintaining productive relationships with stakeholders including NGOs, private sector and government.
- Experience supporting the delivery of multi-stakeholder projects/programs working with the corporate sector (preferably agro-industry and palm oil) is a plus.
- Knowledge of Indonesian environmental and land use policies and regulations is a plus.
- Excellent computer skills with general software (Excel, Word, Power Point, etc.) is required.
- Familiarity with Sharepoint and Microsoft Teams, project management software such as Wrike, and CRM software is a plus.
- Legally able to work in Indonesia.
- Fluent in both oral and written English and Bahasa Indonesia.
- Willing to be based in Jakarta or Bali

TO APPLY



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Please send your CV and a brief cover letter explaining how your experience fits this role and our company, to jobs@lestaricapital.com by **21 May 2021**, with the subject line: "RCAPM Application." Applications will be reviewed on a rolling basis.

To find out more about Lestari Capital, visit www.lestaricapital.com