

# Rimba Collective Programme Manager

Location: Jakarta or Bali

Contract: fulltime, 1 year with potential for extension

## OUR COMPANY

Founded 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.

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. 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.

## POSITION OVERVIEW

Launched in March 2022, Lestari Capital's flagship program, the Rimba Collective, is now operational and set to transform the commodities sector by partnering with the largest consumer goods and processor & trader companies to finance the protection and restoration of over 500,000 hectares of forests in Southeast Asia. Lestari Capital seeks a Programme Officer to support this exciting initiative through its first year of operation and beyond.

## POSITION SUMMARY

The Rimba Collective Programme Officer's core responsibility is to support the Head of Rimba Collective in the delivery and further development of the flagship initiative. This includes liaising with Rimba Collective clients, support Rimba Collective engagement with external partners from the private sector and government, internal coordination with other Lestari Capital units to ensure all Rimba Collective business process is executed in timely manner. This position will support the overall coordination of a fast paced, dynamic and innovative initiative, ensuring smooth operations and high-quality results.

This position will report to the Head of Rimba Collective and work closely with the Head of Stakeholder Engagement & Partnerships and Head of Collective & Solutions Portfolio.

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 mid-senior professional seeking high level of exposure to corporate sustainability, government, finance and conservation sectors, and build program management, and engagement skills.***

## **SPECIFIC AREAS OF RESPONSIBILITY**

### **RESEARCH & DEVELOPMENT**

- Lead the research on the pilot testing of greenhouse gas related initiatives, such as GHG Protocol, SBTi FLAG, and VERRA Scope 3.
- Support the Rimba Collective to navigate, understand and develop strategies for aligning with emerging climate policy and international commitments.
- Support the research and work together with the Finance and Business Development teams to develop an expansion strategy for the Rimba Collective across different regions and commodities.
- Lead the coordination with Lestari Capital and Rimba Collective communication team in developing communications materials for technical topics, such as in the development of website, stories, and other communication products.
- Support the Ecosystem Outcomes team and serve as the liaison between the EO and Business Development teams.

### **PROGRAM MANAGEMENT**

- Lead regular monitoring and updating of the Rimba Collective workplan and budget; identify and support the development of 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 government engagement; monitor progress and compliance with contract terms, track payments and update the budget forecast accordingly in coordination with the COO team.
- Lead contract development and appraisals with the external vendors.
- Lead the grants monitoring and reporting for grants related to Rimba Collective outcomes, and liaise directly with ecosystem services and financial team to consolidate materials needed for grant reporting purposes.

### **GOVERNMENT & INSTITUTIONAL ENGAGEMENT**

- Support the government engagement strategy development, and support direct engagement needs at the national and subnational level, including 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.
- Support the analysis of PES-related regulations in Indonesia.
- Support the development of database for tracking engagement with government and collating relevant information and policies to inform the broader program strategy.



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### **QUALIFICATIONS**

- Minimum of 5-7 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.

### **PERSONAL ATTRIBUTES & COMPETENCIES**

- Good personal organizational and priority setting skills, with the ability to work effectively under time pressure and manage multiple priorities;
- Capable of working independently as well as being an effective team player, with initiative and creativity;
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment;
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.

### **WORK CONDITION**

- The candidate may be required to travel to Singapore/Bali/Jakarta as and when necessary.
- The salary will be commensurate with qualifications and experience.

**TO APPLY**

- Applicants should apply by sending a cover letter and CV to: [jobs@lestaricapital.com](mailto:jobs@lestaricapital.com)
- The job description can also be found here: <http://lestaricapital.com/jobs/>
- Please include your name and the position as the subject line of the email and in the titles of all attachments (please use the format: YourName\_PositionTitle\_CV.pdf, YourName\_PositionTitle\_CoverLetter.pdf).
- In the body of your email and your cover letter please include this summary table:

Position title	
Surname	
First name	
Degree type (BA, MS)	
Degree field	
Graduation date	
Years of work experience	
Technical area	
Software expertise	
Language fluency	
Nationality/Residency	
Availability	