

Person Specification:

Project Manager

Introduction

At MSI Reproductive Choices, our mission, 'Children by choice, not chance', is at the heart of everything we do. We provide high-quality contraception, safe abortion and post-abortion care services, and work with advocacy to create an enabling environment for safe access for all. All team members must support us in our mission.

We want individuals who believe in our mission and who can clearly describe how and why they feel that what MSI Reproductive Choices does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI Reproductive Choices mission and vision to eliminate unsafe abortion in the countries where we work.

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Reproductive Choices Candidate Pack carefully, prior to applying.

MSI Reproductive Choices is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. MSI is committed to safeguarding and promoting the welfare of all team members and clients, with a focus on vulnerable groups. MSI committed to compliance with all fair employment practices including citizenship and immigration status.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification, adverse financial checks, basic criminal record checks and risk database screening checks.

Key Skills

To perform this role, it is essential that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Professional and forward thinking
- Ability to produce high quality professional presentations
- Excellent time management and organisational skills, with demonstrable experience of working under pressure to tight deadlines
- Excellent verbal communication, presentation skills, questioning, listening and negotiating
- Excellent written communication
- Excellent organisational skills and a methodical approach
- Excellent attention to detail and quality
- Ability to use initiative to prioritise conflicting workloads
- Good business acumen & consulting skills
- Ability to use initiative to prioritise conflicting workloads
- Ability to translate project/programme/change requirements into clear, understandable language
- Commitment to continuous improvement

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Person Specification:

Project Manager

- Ability to take on responsibility and use initiative to prioritise and work effectively under pressure and to tight deadlines
- Innovative approaches to problem solving and creative and lateral thinking
- Vendor relationship management skills

Key Experience

To perform this role, it is **essential** that you have the following experience:

- Experience of working in a project environment with excellent understanding of general Project Management methodologies and project lifecycles
- Experience of technology and digital projects
- Experience of vendor management
- VoIP, Contact Centre Solution experience
- Advanced skills & significant experience working with Microsoft packages – Word, Excel, PowerPoint and ideally experience of Microsoft Project and Sharepoint
- Experience of working with a range of internal stakeholders at different levels of an organisation
- Excellent time management and organisational skills, with demonstrable experience of working under pressure to tight deadlines and managing a high workload with conflicting priorities.

Formal Education/qualification

- A Level or equivalent (Essential)
- Educated to degree level (Desirable)
- Professional qualifications in Project, Programme Management, for instance PRINCE2

Personal Attributes

MSI Reproductive Choices is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is:

- Pro-choice on abortion
- Self-motivated, a logical thinker, fast learner, pragmatic and confident
- Good time management skills
- Able to engage and motivate people
- Agile and flexible in your approach

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

Resourcinguk@MSIChoices.org

Person Specification:

Project Manager

- Confident to bring new ideas to the table
- Results orientated – focused on achieving measurable benefits
- Approachable demeanour with excellent interpersonal skills and the ability to influence & manage a range of relationships in a complex environment.
- Calm in a crisis & works well under pressure
- Proactive with an autonomous working style
- Tenacious in driving forwards change and 'making things happen'
- Passionate about working to deliver the best possible patient experience
- Innovative with creative skills