

Job Description:

Team Coordinator



General role information

Job Title:	Team Coordinator
Reporting to:	Senior Manager
Salary Band:	12
Notice period:	1 month
Career Band:	9
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

The department/team

The Partnerships & Philanthropy (P&P) team is a newly created function that brings together MSI's donor fund generation, relationship management, and project stewardship resources. The function is designed to secure the donor funding pipeline required to deliver MSI's ambitious 2030 strategy goals, and stewardship existing relationships, and contract deliverables. The function brings together the Global Programmes Unit (managing existing grants and contracts), Project Design and Development (building programme design for new and future programmes), and our private philanthropy and fundraising teams, including the US fundraising office. P&P will handle approximately £150mn of existing grants and contracts, maintain and develop the relationships which underpin these, and generate c. £100mn of additional funding via new relationships, especially philanthropic, HNWI's and private giving, as well as impact investing.

The role

All MSI Reproductive Choices job descriptions 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

recruitmentinbox@msichoice.org

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The role is responsible for providing high-quality administrative, organisational and operational support to all teams across the unit with the aim of ensuring high quality stewardship of our existing grant and contract portfolio, as well as positioning for MSI future funding. This role is critical in ensuring the smooth running of these teams.

Key Responsibilities

- Act as the focal point for the Unit administratively within MSI's Global Support Office, acting as the point of contact for general queries, referring to the appropriate person within the team as necessary.
- Work closely with the team to improve systems and ways of working together across donor functions and for country programmes.
- Coordinate logistics of meetings and conferences (room bookings, preparation of agenda and other documentation); assist with logistics at the event, and record minutes.
- Provide administrative support in the preparation of meeting minutes, internal and external reports, and other communication materials (including presentations).
- Organise day-to-day financial payments and coding of expenses.
- Organise travel arrangements and itineraries, external consultants and project partners as required.
- Coordinate the administration of induction for new team members.
- Liaise with MSI office management and other support functions to ensure smooth running of teams.
- Act as department's intranet champion, maintaining team web pages.
- Provide general office duties, such as ordering supplies and equipment and photocopying.
- Manage Senior Director's calendar and expenses.
- Any other reasonable duties as requested by your line manager.

Please note that this role will be subject to full pre-employment background checks which may include, but are not limited to, employment references, right to work verification, credit check and criminal record check (where appropriate)

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

Signature:

Date:

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