

# Job Framework:

JOB TITLE



General role information	
Job Title:	Legal Adviser
Reporting to:	Constance d'Achon
Salary Band:	16
Notice period:	1 month
Career Band:	Level 6
Budget Responsibility?	Amanda Couper
Direct Reports?	No
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>The Legal Adviser will be responsible for a range of general legal work within the LSDC team, including the following: general contractual and legal advice on a wide range of subjects, support on key corporate policies (data privacy in particular), support on MSI's international governance requirements and advising on a wide range of business/charity/NGO related issues.</p> <p>The Legal Adviser will be responsible, under supervision of the Senior Legal Manager, of supporting the country programmes of specific regions within the organisation and developing relationships with key stakeholders to assist them with the wide variety of legal needs they may have, in particular contracts, governance and trademarks.</p> <p>This is an exciting role offering the possibility to touch on various and diversified legal matters across the globe.</p>	

All MSI Reproductive Choices job framework is 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](mailto:recruitmentinbox@msichoice.org)

## Key Responsibilities

### Contracts

- Review, draft and negotiate a wide variety of legal documents and agreements, including, but not limited to, technical aspects of donor contracts, pharmaceutical manufacturing and distribution agreements, marketing agreements, supply of goods and services agreements, IT agreements, property leases and licences, and trademark licences.
- Execute a customer engagement strategy and build relationships. Engage with members of staff both in London and abroad. Advise on matters of concern and risk that can be detrimental to successful contract performance. Recommend alternative approaches to overcome negative impact.
- Review MSI's requirements for, and draft, user friendly templates and guidance; improve contracting processes.
- Lead and support in the drafting and delivery of contract management training to embed a good contract culture within the organisation.

### Data Privacy

- Help design, consult on, draft, review and/or input into the organisational data privacy policies, processes and /or guidance.
- Ensure implementation/compliance mechanisms are in place and function as they should. Input into the design of and provide training to an international audience (country teams and in particular the nominated information leads in charge of data privacy) on the key policies, processes and legal principles.

### Governance

- Manage governance queries from or relating to the country programmes (such as replacements to local member bodies and boards) and providing support to entities in complying with their governance obligations, including delivering training to country programmes on good governance practice and the role of local boards.
- In liaison with local lawyers, advise on how to set up or restructure MSI's operations so as to comply with local law while meeting MSI's commercial and charitable objectives.
- Maintain up-to-date corporate information on MSI's branch offices and corporate entities.
- Assist with the preparation of the team board report and resolutions requested by branches/entities around the partnership.

## General Law and Advice

- Advise on charity law, company law, data protection and other laws and regulations as required.
- Review and support on lease and property related questions.
- Support on UK litigation matters, international litigation and other pre-litigation claims and concerns.
- Conduct or supervise legal research as required.
- As required lead, assist and support with the draft, review and/or input into key organisational corporate policies, processes and /or guidance, including but not limited to fraud and bribery, terrorism, money laundering; as well as any related implementation, training, monitoring and compliance mechanisms.

## Key Skills

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

- Generalist
- Understanding of UK charity law
- Able to work under pressure
- Confidence and ability to turn hand at short notice to wide range of legal issues
- Attention to detail and accuracy
- Excellent organisational skills
- Excellent oral and written communication skills / Ability to cut to the most important points and explain and write simply

## Key Experience

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

- Contract law experience gained from well-regarded law firm/in-house/charity practice and ability to draft contracts to a high standard - *essential*
- Data protection experience, in the UK and internationally - *essential*
- Experience advising on international corporate governance issues – *desirable*
- Experience in-house or in another INGO or charity – *desirable*
- Experience project managing and working with external lawyers – *essential*

## Formal Education/qualification

Qualified lawyer with more than five (5) years of relevant experience or substantial experience in dealing with the sort of issues set out above

## Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities

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employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

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

- Pro-choice
- Team player
- Culturally sensitive
- Inspire confidence-be forthright where appropriate, be proactive, take initiative, don't wait to be asked

## Our Values

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

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

**Full Name:**

**Signature:**

**Date:**