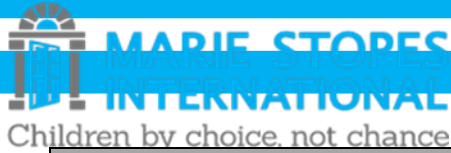


Job Framework:

External Relations Officer



General role information	
Job Title:	External Relations Officer
Reporting to:	Director, Advocacy and Partnerships
Salary Band:	14
Notice period:	1 month
Career Band:	8 (entry specialist)
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	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 External Relations Officer will support the delivery of MSI's External Relations Strategy housed within MSI's Partnerships and Philanthropy Division. It will support MSI's global fundraising, advocacy, partner engagement, communications, and events to ensure that MSI is effectively influencing funding decisions and sharing evidence and data as a generous and strategic partner of choice to governments, donors, and the wider sector. The role will lead co-ordination of MSI's external representation within key sector spaces ensuring MSI's visibility and influence within relevant global and regional fora.</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@msichoices.org

Job Framework:

External Relations Officer



Children by choice, not chance

Key Responsibilities

- Craft briefing materials, presentations, and messaging to support MSI's external relations and engagement with donors and partners.
- **Event management:** support the co-ordination of MSI's presence at international conferences and events (e.g. Women Deliver, International Conference on Family Planning, parliamentary events, webinars, MSI's partners meeting).
- Support the organisation in managing partnerships and representation in **sector spaces** and networks, ensuring MSI are proactively sharing our learning and identifying opportunities for advocacy and engagement.
- Work with the team to identify, cultivate and **steward relationships** with key decision makers and organisations, mapping these audiences; preparing letters, briefings, and profiles; setting up meetings; reviewing and collating relevant activity and materials.
- **Monitor the policy environment** for sexual and reproductive health and rights funding: analyse key developments from the SRHR sector, new publications, debates, and relevant fora (e.g. Global Financing Facility).
- Support the development and internal alignment of **organisational positions** on important ODA subject areas such as gender equality, UHC, girls education etc

Key Skills

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

- Excellent verbal and written communication skills; fluent in English
- Ability to organise large scale events
- Excellent analytical and research skills, with ability to provide concise summaries of complex documents
- Strong written and editing skills
- Strong communication skills – both written and verbal
- Ability to multitask and work under pressure when needed
- Team player and self-starter with high levels of initiative
- Ability to manage a high level and diverse workload and meet tight deadlines
- Highly advanced knowledge of the Microsoft Office suite
- Familiarity with SRHR would be desirable

Key Experience

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Children by choice, not chance

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

- Demonstrated experience of working and supporting diverse priorities across varied teams
- Demonstrated experience of analysing and synthesising complex documents
- Demonstrated experience of representing an organisation externally
- Demonstrated experience of initiating and maintaining support systems in an office environment

Skills (desirable)

- Verbal and written Presentation skills
- A relevant degree, for example public health, international development, politics or other social science
- French speaking

Formal Education/qualification

- No formal educational requirement, qualification through experience is sufficient for the role

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 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:

- Ability to develop and manage relationships with internal and external stakeholders; sensitive to a multicultural environment and the communications needs that accompany this.
- Proactive; ability to work on one's own and as an integral part of a team; problem solver.
- Confident and professional.
- Analytical focus – strong detail orientation and numerate.
- Pro-choice.

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

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Children, 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:

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