

Job Framework:

PARALEGAL AND ADMINISTRATOR



General role information	
Job Title:	Paralegal and Administrator
Reporting to:	Director of Legal, Safeguarding and Donor Compliance and Head of Legal
Career Level:	Level 9
Salary Band:	13
Notice period:	1 month
Budget Responsibility?	No
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-centred 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, Safeguarding and Donor Compliance Team is looking for a paralegal with excellent computer skills, heaps of initiative, and a passion for MSI's mission. The role involves providing a high-level of legal and administrative support to the Team. MSI is fast-paced and very international: the incumbent will have an interesting and varied workload, and lots of responsibility. On a day-to-day basis, they can expect to liaise with all parts of the business, including its overseas programmes, as well as other members of the Team.</p>	

All MSI 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's recruitment process, please do so via email to recruitment@msichoices.org.

Key Responsibilities

Legal/Compliance

This will include, but will not be limited to:

- Producing powers of attorney using templates
- Overseeing the administration of MSI's global portfolio of corporate entities and branch offices
- Supporting on trademark management
- Dealing with governance queries from country programmes
- Assisting on monitoring country programme reporting on compliance policies and training such as fraud and data privacy
- Supporting LSO compliance on conflicts of interest and gift registers
- Drafting basic legal documents, such as resignation letters, notices of board meetings and proxies, using templates
- Overseeing the compilation of the Team's report to the Board including co-ordinating and writing the section on global litigation
- Collecting signatures for legal documents
- Organising for documents to be notarised and legalised
- Assisting other members of the Team with basic legal and/or compliance tasks

Administrative

This will include, but will not be limited to:

- Managing the Team's IT systems, mostly built using SharePoint, such as its Country Programme database, its governance register and its fraud register
- Managing the Team's intranet space
- Preparing legal documents, excel spreadsheets and PowerPoints to the highest standard
- Answering general queries
- Organising training being provided by the team and support in the design of such training
- Managing venue arrangements and co-ordinating international participation in team trainings' overseas
- Disseminating information about organisational activities that are relevant to the Team
- Organising meetings for the Team and, where requested, preparing agendas and taking minutes
- Processing invoices, expenses and costs
- Supporting on team monthly timesheets
- Helping with the induction of new Team Members
- Printing, scanning, photocopying and filing/archiving as required

Key Skills

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

- Excellent computer skills – must be highly proficient in Word, Outlook, Excel and PowerPoint
- Ability to manage and maintain simple databases and online registers on Sharepoint
- Fast copy typing skills (60 wpm)
- Excellent organisational skills
- Excellent oral communication skills
- Excellent grammar and spelling

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- Ability to prioritise and manage a busy workload
- Attention to detail
- Ability to self-motivate and look for opportunities to make positive changes rather than simply to complete requested tasks

Key Experience

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

- Substantial experience producing and formatting documents, excel spreadsheets and powerpoints, and in technology in general
- Exposure to company secretarial/governance issues (desirable)
- Paralegal experience (desirable)
- Experience working in an international environment or with people in developing countries (desirable)
- Experience in the not-for-profit sector (desirable)
- Experience working for a busy department (whether in an organisation or a law firm) in a paralegal, secretarial or administrative role (desirable)

Formal Education/qualification

- Degree, OR company secretarial qualification, OR recognised legal secretarial qualification

Personal Attributes

MSI 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
- Team player
- Commercially aware
- Culturally sensitive
- Professional
- Able to work under pressure
- Organised
- Willingness to learn
- Positive attitude
- Proactive
- Sense of humour

Our Values

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

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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.

Signature

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

Full name:

Signature:

Date: