

# Job Framework:

Recruitment Coordinator



## General role information

<b>Job Title:</b>	Recruitment Coordinator
<b>Reporting to:</b>	International Recruitment Partner
<b>Salary Band:</b>	13
<b>Notice period:</b>	1 month
<b>Career Band:</b>	8
<b>Budget Responsibility?</b>	No
<b>Direct Reports?</b>	No

## Introduction:

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.

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.

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.

## The role

The role is to provide end-to-end HR administrative support to the HR Operations function with a special focus on Recruitment for the MSI Global Support Office, ensuring all aspects of HR administration is conducted and completed in a timely and effective manner.

The main responsibility of the role is to support the Recruitment Partner to attract excellent candidates and recruit talent into the organisation, supporting the recruitment of global team members based in MSI's country programmes overseas and the recruitment of the MSI support team based in the UK. The Recruitment Partner will be your line manager but as part of the wider HR Operations team, you will also work across the HR Ops function as needed, providing administrative support to the Head of HR Operations, the HR Business Partner and HR Advisor.

In addition to the day-to-day activities, you will assist the HR service in the administration of the cyclical HR processes.

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

#### Recruitment

- Support the Recruitment Partner to build a strong recruitment network, identifying best sites for advertising for particular roles and placements and building a pipeline of potential candidates, by prospecting databases for potential talent, creating good relationships with agencies and networks and identifying internal talent.
- Support the Recruitment Partner with the placement of job advertisements and the management of MSI licenses for recruitment sites.
- Support the Recruitment Partner with the management of candidates within the recruitment platform, doing initial screening as required according to set criteria and sending candidate profiles to the hiring manager
- Support the hiring manager and the Recruitment Partner to set up interview invitations in diaries, ensuring provision of test materials if required and ensuring the interview panel have an interview guide and all the necessary documentation to support the interview.
- Support the Recruitment Partner with candidate feedback, collection of references for successful candidates, collection of necessary approvals and preparation of offer letters and contracts.
- Understand current UK immigration rules and legislation and ensure internal processes and systems are in place to guarantee all team members have eligibility to work in the UK or their country of placement.
- Carry out vetting checks, both for successful GSO applicants but also in support of the MSI country programme HR teams with vetting checks for their new hires.
- When required, support the new starter process by uploading new starters onto the HR systems
- Support the Recruitment Partner in the calculation of recruiting KPIs (recruitment dashboard) which includes the provision of DEI monitoring and reports
- Prepare and monitor turnover and retention rates (company-wide and by department)

#### HR Generalist

- Provide efficient and professional HR administrative support to the HR team, including the processing of change forms, leaver requests, probation documentation and reference requests but also pay award letters, contract extensions and other HR forms as required
- Update of content on SharePoint
- Preparation of information for newsletters and updates shared with the wider organisation
- Be a first point of contact for answering initial HR enquiries
- Liaise with stakeholders where necessary
- Provide advice and guidance to MSI UK colleagues on HR processes and procedures
- Promote a culture of excellent customer service, in line with strict deadlines and timescales, whilst ensuring compliance with set policies
- Deal with contract changes and updating the employees file details.

#### Payroll

- Assist by ensuring HR payroll administration has timely information to provide payroll services accurately.

#### Purchase Orders

- Manage the recording and approval of purchase orders (POs) and invoices and ensure invoices

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are coded accurately and efficiently, preventing additional charges.

### 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
- The highest levels of integrity and a strong ethical sense, ability to keep information confidential and secure
- Excellent written and verbal communication skills – comfortable networking with stakeholders at all levels of the organisation
- Excellent attention to detail; results oriente d and ability to work well in a team.
- Able to learn quickly and use initiative
- Able to manage expectations of demanding stakeholders
- Exemplary organisational skills – able to multitask and handle conflicting priorities
- Good Microsoft package skills – MS Word, Office, Excel and PowerPoint.

### Key Experience

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

- Experienced using HR or candidate management system (desirable).
- Skilled in the manipulation of (HR) database systems e.g. Sage, PeopleSoft, Oracle (MSI use Agresso)
- Experience in delivering excellent (HR) Administrative support to a high performing team (essential), with some understanding of UK employment law
- Experience of co-ordinating complicated Employee Relation administration
- Proven experience of working to tight and changing deadlines .

### Formal Education/qualification

- CIPD level 3 or equivalent or working towards (essential)

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## 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:**

- Pro-choice
- Resilient
- Team Player
- A 'can do' attitude
- Flexible

## 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:**

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