

Job Framework:

JOB TITLE: External Relations and Advocacy Advisor



General role information	
Job Title:	External Relations and Advocacy Advisor
Reporting to:	Director, Advocacy and Partnerships
Salary Band:	7
Notice period:	1 month
Career Band:	
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers and advocates for sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all. Today, our organisation has over 10,000 team members working in 36 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 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. We know that access to reproductive choice can be 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 on their terms, creating a fairer, more equal world.</p>	
The role	
<p>The External Relations and Advocacy Advisor will support delivery of MSI's External Relations and Advocacy strategy within the Chief Executive Office, working closely with fundraising and communications departments. The role contributes to MSI's advocacy, thought leadership, fundraising, partner engagement, communications, and events to ensure MSI effectively influences global policy and funding decisions, and shares political and situational analysis, evidence and data as a generous and strategic partner to governments, donors, and the wider sector.</p> <p>This role will contribute to the design and co-ordination of MSI's external representation in key sector spaces, strengthening MSI's visibility, reputation and influence in global and regional fora and helping to build and nurture strong relationships with key sector and donor stakeholders. This will be approximately 60% of the role.</p> <p>This role also includes a strong operational component (approximately 40%), supporting the smooth running of the team's work. Responsibilities will include managing reporting processes, building and</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

managing budgets, raising and tracking purchase orders, coordinating travel and logistics, supporting events, and working across internal functions such as finance, operations, donor compliance and IT.

Key Responsibilities

External Relations, Advocacy & Communications

- Develop high-quality briefing materials, policy analyses, presentations and messaging to inform MSI's advocacy priorities and support senior leaders in external engagement with donors, partners and policy stakeholders. Lead the monitoring and analysis of the global sexual and reproductive health and rights (SRHR) policy and funding landscape, synthesising emerging trends, risks and opportunities and providing actionable recommendations to internal stakeholders.
- Co-ordinate the development of MSI's organisational positions on priority policy and development issues, facilitating cross-functional consultation and ensuring alignment with organisational strategy and evidence on important ODA and sector subject areas such as gender equality, UHC, girls' education, etc.
- Support the organisation in managing partnerships and representation in sector spaces, meetings, and networks, ensuring MSI is proactively sharing our learning and identifying opportunities for advocacy and engagement.
- Build and maintain relationships with key external stakeholders, supporting engagement strategies that advance MSI's advocacy objectives and organisational positioning and mapping these audiences. Building independence and relationships over time. Advise senior colleagues on stakeholder engagement approaches and develop strategic briefing materials to support high-level meetings and external representation, reviewing and collating relevant activity and materials.

Event management

- Support the planning and delivery of MSI's participation in major international conferences and policy events, ensuring alignment with organisational advocacy and engagement objectives. (e.g. Women Deliver, International Conference on Family Planning, parliamentary events, webinars, MSI's partners meeting, etc.).
- Design and deliver external and internal engagement events, developing policy content, facilitating participation and evaluating impact to inform future engagement strategies, including providing relevant policy analysis, designing and managing presentations and invitations (using Power Point or Canva), and overseeing production and event logistics.

Reporting & Programme Support

- Manage advocacy monitoring and reporting processes, analysing organisational performance and producing insights to inform strategic decision-making and external reporting, including advocacy priorities, funding surveys, results documentation, country programme surveys (including the opposition survey), and strategic analysis for internal and external information sharing.

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- Oversee advocacy funding streams, working with team members to ensure high-quality grant management, donor reporting and documentation of advocacy outcomes and case studies.
- Manage the design, implementation and continuous improvement of strategic advocacy and engagement initiatives, including the MSI Ambassadors Programme, offering proactive support and creative opportunities for ongoing engagement.

Team Coordination and Support:

- Provide operational oversight for team planning and delivery processes, including budget monitoring, resource co-ordination and the effective management of advocacy and engagement activities.

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
- Strong collaboration across the global team and ability to manage a high level and diverse workload and meet tight deadlines across time zones
- Excellent analytical and research skills, with ability to provide concise summaries of complex documents
- ability to provide high-quality policy analysis and translate complex information into clear recommendations for diverse audiences 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
- Highly advanced knowledge of the Microsoft Office suite, Power Point and Canva
- Familiarity with SRHR, highly desirable
- Fluency in French, desirable

Key Experience

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
- Demonstrated experience in administrative functions including managing budgets, purchase orders, and logistics for external events

Formal Education/qualification

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

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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:

- Able 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.
- Interested and able to manage both administrative functions as well as policy and external engagement work.
- 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 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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