

Job Description:

Paralegal and Administrator

General role information	
Job Title:	Paralegal and Administrator
Reporting to:	Director, Legal and Donor Compliance
Career Level:	Level 9
Salary Band:	13
Notice period:	1 month
Budget Responsibility?	N/A
Direct Reports?	0
About MSI	
<p>At Marie Stopes International we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p>	
The department/team	
<p>The Legal and Donor Compliance Team is a team of twelve. It provides key contractual, governance and compliance support to MSI's UK and international businesses .</p>	
The role	
<p>The Legal 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>	

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 on vetting checks
- 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
- 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

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

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

Full name:

Signature:

Date: