

Person Specification:

Donor Compliance Advisor

Introduction

At MSI, our mission, 'Children by choice, not chance', is at the heart of everything we do. This means that we need every single one of our team members to be supportive of the work MSI does.

We want individuals who truly believe in our mission and who can clearly describe how and why they feel that what MSI does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are absolutely aligned with MSI's mission and the work that we do to achieve our aims.

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Candidate Pack carefully, prior to submitting an application.

Key Skills

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

- Organisational skills, able to manage a large and diverse portfolio, with competing priorities within the funding portfolio, team objectives and demands from internal clients
- Negotiation skills in the area of donor funding, with sound judgement in identifying essential elements and risk areas that can affect project delivery and compliance with donor requirements
- Microsoft Office package, with strong skills in Word and Excel
- Strong writing skills, with capacity to explain technical elements with plain language and adapting the style depending on the audience
- Analytical skills, particularly in the context of funding agreements review

Key Experience

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

- review of contractual commitments and documentation related to funding management throughout the project cycle (e.g. proposal, contractual conditions, reporting requirements, key factors affecting implementation etc.)
- work with at least one of MSI's key donors (DFID, GAC, Scandinavian donors and Netherlands MoFA, CIFF, DFAT, UN agencies, KfW or Bill and Melinda Gates Foundation,) or donors with equivalent levels of contractual complexity or compliance requirements (e.g. EuropeAid, AfD, GIZ, World Bank, Global Challenges Canada)
- at least one of the following areas:
 - (a) working overseas in project management with an international organisation in the development or humanitarian sector; and/or

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Donor Compliance Advisor

(b) working overseas or at HQ level on the financial aspects of development projects and related donor requirements; and/or

(c) working with the legal aspects of contract management, from legal, commercial or INGO practice.

- remote support to programme implementation teams (e.g. country teams) and to HQ-based teams
- coordinating tasks, gathering information and facilitating consensus between different stakeholders
- managing cross-organisational projects, generating interest and buy-in from other relevant parties

Formal Education/qualification

Essential

- Bachelor degree or equivalent in relevant field

Desirable

- Master degree in relevant field
- Training in law or accounting
- Training in project cycle management, NGO management, donor fundraising or other areas related to funding management in the context of development and humanitarian work by international organisations

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:

- Detail oriented
- Proactive in identifying and addressing issues at an early stage. Problem-solving attitude
- Able to manage a large and varied workload, work under pressure and meet deadlines
- Very good at communicating in written form
- Able to explain complex donor's regulations and process to different audiences
- Self-motivated, flexible and adaptable to the needs of the position and the organisation

All MSI person specifications 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@mariestopes.org.

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- Patient
- Open to consider different views and find appropriate and practical solutions

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.