

Job Description: Capacity Building Officer

Title:	Capacity Building Officer
Location:	MS International Federation (MSIF), Skyline House, 200 Union Street, London SE1 0LX (currently all MSIF staff are home-based), MSIF is open to the role being partly home-based as and when staff return to the office
Salary:	£28,000 pro rata
Hours:	Part-time (3 days/21 hours a week) one year fixed contract (with possibility to extension)
Relationships:	Reports to the Capacity Building Manager, closely working with other capacity building team members, the finance, fundraising, communication and advocacy, and research and access teams

Job Purpose

Contribute to the development and implementation of MSIF's regional strategies, running and supporting the logistics of activities within the regional, project-based and/or country-wide capacity building programmes.

The post holder will mainly support MSIF's work in the Arab¹ region with the opportunity to be involved in our work in Asia.

About MSIF and our capacity building work

[MSIF](#) is a unique global network of MS organisations, people affected by MS, volunteers and staff from around the world. Our movement is made up of 48 MS organisations with links to many others. We inspire, mobilise and bring the world together to improve the quality of life of everybody affected by MS and to end MS forever.

Our London-based Secretariat acts as central point of communication for the whole movement, facilitating collaboration among MS organisations, convening their staff and volunteers for learning and networking opportunities and providing capacity-building support to new and emerging MS organisations.

In MSIF's 2017-21 Strategy, one of our key objectives is stronger MS organisations in countries with challenging socioeconomic conditions and a high level of need. We aim to meet this objective by supporting and encouraging the development of new, emerging and existing MS organisations and groups through capacity building activities. We work to build the capacity of national or local structures, which we believe - with their contextual knowledge, cultural awareness and local language - are best placed to meet the needs of people with and affected by MS living or working in the country.

MSIF engages at both the regional and country level to strengthen the skills, knowledge and capacity of MS organisations and groups in the Arab region, Latin America and India to facilitate

¹ MSIF currently works with the Arabic-speaking region that includes Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestinian Authority, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, UAE and Yemen.

increased regional and intra-country work and increase the regions' contribution to and participation in the global MSIF movement.

On a regional level, our work can take the form of organising, and creating content, for training events, workshops and webinars; providing small grants; developing and distributing information and resources and convening and facilitating various stakeholder work groups and consultations. Regional work is oriented around particular themes and topics prioritised by the MS organisations.

Where we carry out more sustained, multi-year work with specific organisations and/or countries the work consists of an in-depth needs assessment, multi-year planning, regular mentoring and coaching (by MSIF or contracted consultants) and, when travel is permitted, progress and evaluation visits.

With the spread of COVID-19 for much of 2020 MSIF's capacity building work, and any related activities, has been carried out remotely.

Responsibilities

Contribute to the development and implementation of MSIF's regional strategies and the programmes within them

Within the remit of MSIF's Strategy and together with the Capacity Building Manager:

- build and maintain regular communication between MSIF and the individuals, groups, emerging organisations and movements in the regions
- strengthen MSIF's understanding of the regions, where there may be unmet capacity building needs and opportunities for MSIF to add value either through region wide or more intensive and sustained MSIF engagement in specific countries
- establish and coordinate regional work groups
- recruit relevant external consultants and agencies; managing and supervising their work as required
- engage and consult with the membership in the design and implementation of activities
- contribute to effective communication and reporting on the regional work within MSIF and externally (e.g. fundraising proposals and reports, MSIF's newsletters, website content and social networking platforms etc.)
- support the regions to participate in World MS Day and other areas of MSIF's work e.g. Atlas of MS and MSIF research awards

Support and run activities within the regional, project-based and/or country-wide capacity building programmes

- Together with the Capacity Building Manager, develop, implement and manage relevant plans and budgets, appropriate systems for setting and measuring standards and processes for monitoring and feedback
- Organise and attend MSIF regional workshops including arranging participant travel and logistics, contracting service providers, sourcing speakers and contributing to the content development

- Manage small grant giving processes including promotion, the application and review processes, grant awarding and finances, with the Head of Finance and Resources, and reporting
- Support the Capacity Building Manager in implementing country-wide programme(s) through logistical support for capacity assessment and monitoring and evaluation visits (delegate-travel and logistics, contracting service providers and sourcing facilitators)
- Develop and contribute to the production, translation and dissemination of information and training resources and tools (such as webinars and e-bulletins)
- With the support of the Capacity Building Manager, develop skills and gain experience in facilitation, training and coaching for MS organisations in relevant areas of organisational development and then undertake such activities where appropriate
- Participate in at least 1 visit to the regions each year

Other tasks and responsibilities

- Maintain and update relevant sections of the CRM (Salesforce)
- Present, promote awareness of MSIF at relevant national/international meetings, workshops and conferences
- Undertake specific MSIF projects or participate in project work groups as and when necessary
- Attend, support and participate in MSIF's Council, Board and Committee Meetings, conferences and similar activities as required
- Assist staff members with proof reading, editing, writing and design as and when required
- Undertake any other reasonable activities at the request of the Capacity Building Manager

MSIF is a small office with 14 full-time and 5 part-time staff, open to flexible-working hours. Staff members work together and support each other in their respective endeavours. All staff members are responsible for their own administration.

Person Specification

	Essential	Desirable
Experience	Demonstrable experience of working in the NGO sector, preferably in the area of capacity building	Experience of working in an international organisation
	Demonstrable planning, coordination and project management skills including monitoring and evaluation and budgeting	Experience of living in one or both of the regions
	Proven experience of working in-country or at a distance with the Arabic-speaking region	Proven experience of working in-country or at a distance with the Asia region
	Some experience in providing mentoring and coaching support to national/local organisations	Experience of using Salesforce
Skills	Fluent written and spoken English and Arabic	Able to speak additional language(s)
	Excellent written and verbal communication skills	Competence in using digital and social media tools
	Excellent analytical and numerical skills	
	Proficient in Microsoft Office applications (Word, Excel, PowerPoint)	

	and Outlook)	
Attributes	An aptitude for growth and development in the role	An interest in health and/or disability
	A confident, self-starter who displays initiative, creativity and strategic-thinking in all aspects of project development	
	An international outlook and ability to interact, develop and maintain relationships with people from a broad range of backgrounds and cultures	
	Ability to prioritise a varied workload, manage time and meet deadlines	
	Flexible and cooperative team player	
	Willingness and ability to travel within the regions/internationally ²	
	Genuine willingness and desire to help MSIF fulfil its mission	

How to apply

- Application deadline: **09.00 (GMT), Monday 18 January 2021**
- Interviews will take place during the week beginning **Monday 1 February 2021** (*please note that due to COVID-19, all interviews for this position will be carried out online unless otherwise advised*)
- To apply, please email your CV and a covering letter (no longer than 500 words) explaining why you want the role and how you meet the Person Specification to recruitment@msif.org, stating 'Capacity Building Officer' in the subject line
- Please also include two professional references. References will only be contacted if an offer has been made
- We can only give feedback to candidates who are shortlisted

Eligibility

- Applicants must be eligible to work in the United Kingdom (UK) and provide information regarding the basis of their right to work in the UK with their application
- Recruitment agencies need not apply

Inclusion

MSIF places great value on human diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures and particularly welcome applicants with personal experience of living with MS. Should you need any adjustments to the recruitment process, at either application or interview, please contact us at recruitment@msif.org

² As and when travel is possible.