

# Job Framework, Internship – People and Development



## Purpose:

Marie Stopes International's Internship Programme offers the opportunity to acquire direct practical experience of MSI's work under the direct supervision of experienced MSI staff. In return for dedication and hard work, MSI offers the opportunity to develop skills both personally and professionally, whilst making a real difference. This Internship is offered for a period of up to 9 months to start in October 2010.

The People and Development Team includes of three distinct functions: International HR, UK HR and Learning and Development. This internship position will support International HR as well as offering exposure to all areas of the team.

Job Title:	Location:	Reporting to:	Probationary Period:
Internship, People and Development	Conway Street, Central London	Head of International HR	3 months

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<b>Human Resources</b> <ul style="list-style-type: none"> <li>Provide a generalist HR role to team members and managers within the International division, for example, providing advice on MSI policy.</li> <li>Best Practise HR – Review external organisations' HR tools, innovations, employment law developments etc for implementation across the People and Development Team.</li> <li>Support the objectives of the International HR team by undertaking various projects.</li> <li>Build a network of external HR professionals to enable learning from other organisations.</li> <li>Researching changes in employment legislation and updating HR practise and policies.</li> <li>Working with the HR team on the development of manager support tools such as HR Toolkits etc.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant support given in an appropriate and timely manner.</li> <li>External networking- bringing best practice back to MSI. Up to date knowledge of employment law and feedback on new developments to HR team.</li> <li>Establish a set external network</li> <li>HR tools developed appropriately and delivered in a timely manner.</li> </ul>
Other	Measure
<ul style="list-style-type: none"> <li>Support the Learning and Development and Recruitment functions on specific projects and objectives.</li> <li>Other ad hoc projects, as requested by the Head of Learning and Development, Head of HR/International HR, or Director of People and Development.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to requests in a timely manner.</li> <li>Proactively provide support to the team when necessary.</li> </ul>

## Key Learning Outcomes – this placement of up to 9 months will offer the following learning opportunities

- A clear understanding of MSI, from both a UK and International perspective (through an intensive induction programme).
- A clear understanding of generalist HR role as well as exposure to all areas of HR.
- A clear understanding of the integral role that People and Development plays within the organisation and how this fits with other teams/partner programmes.

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- **Development of practical HR experience.**
- **Training on People and Development's internal systems and web tools.**

## Throughout the programme, MSI will support interns in the following ways:

- **Dedicated Mentor:** As well as a line manager, each intern will have a personal mentor, who will offer support, guidance and advice throughout the programme.
- **Discussion Meetings:** Meetings will be held for interns to talk openly about their experiences and learn from each other's experiences in different sections of the organisation.
- **Performance Review Meetings:** All interns will be subject to regular meetings with their manager. In addition, there will be a performance review at the end of the programme to discuss the experience and future career opportunities
- **Stipend:** To support interns throughout this programme, MSI will provide a £880 monthly stipend to assist with travel and living costs.

## Skills and Experience

### Qualifications:

- Currently enrolled graduate taking a gap year and currently working towards a Masters degree in a HR Management related field Essential
- All applicants must have an excellent academic performance record, as demonstrated by recent university or institution records Essential

### Experience:

- Relevant work experience Essential
- Familiarity with current employment law Essential

### Skills:

- Excellent interpersonal and communication skills (both written and verbal) Essential
- IT Literate- Strong Microsoft Office skills Essential
- A self-starter with the ability to take the initiative on projects Essential
- Able to work with minimal supervision Essential
- Strong organisational and prioritisation skills Essential
- Accuracy and attention to detail Essential
- Analytical approach – able to digest and disseminate information Essential
- Proactive and innovative – a “lateral” thinker Essential
- Able to build effective working relationships at all levels of the organisation Essential

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## Attitude / Motivation:

- Quality approach – focuses on achieving best practise;
- Diplomatic – understands the importance of confidentiality;
- Credible – business oriented;
- Systematic and logical in approach – takes ownership of problems;
- Self motivated;
- Flexible;
- Ability and willingness to learn about MSI, UK Centres, the partnership, country programmes, operational environments and humanitarian issues and apply this in a commercially focussed way;
- Ability and willingness to learn HR issues;
- Cultural awareness/ sensitivity;
- Pro-choice on abortion.