

<b>Department:</b>	Programmes
<b>Responsible to:</b>	Assistant Director of Programmes
<b>Location:</b>	Glasgow
<b>Contract length:</b>	Permanent

## Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

## Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

## Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

## Job purpose

To provide strong and effective operational and administrative support to the Mary's Meals school feeding programmes. You will support the programme affiliates and wider Programmes team, along with other MMI functions, to collectively ensure highly effective programme implementation and delivery. You will support the coordination of some activities with programme affiliates, including budgeting, monitoring and reporting and developing trusted relationships. You will contribute to continuous improvement projects and activities across our programmes, and support alignment to our school feeding and delivery models to ensure quality, stewardship and simplicity in our programmes.

## Key activities

Support the Assistant Director of Programmes and wider MMI Programmes team to achieve the function's objectives.

### **Programme Affiliate support**

Build highly effective, trusted relationships with programme affiliates to support:

- the monitoring and reporting from programme affiliates to meet organisational needs
- the development and tracking of annual budgets and forecasts
- cash transfer requests and food orders being critically review, submitted and processed as required
- funding proposals and reporting, and collecting and sharing information relating to supporters and fundraising, as needed
- MMI tracking of planning, preparation and implementation for any agreed expansions

### **Programmatic excellence support**

In line with our wider programmes team and other MMI functions' direction, provide highly effective support across our global programmes to:

- coordinate and support internal projects and activities that help further enhance our model and delivery, delivering on assigned tasks
- support efforts to ensure our programmes are delivered to our agreed plans
- support alignment to our school feeding and delivery models, and support efforts to ensure our programmes have strong focus on quality, stewardship and simplicity
- proactively analyse our programmes, using data to support continuous improvement
- support tracking of appropriate internal and external governance and compliance requirements across our programmes – including legal, financial, security and risk management, safeguarding, partner agreements, due diligence, etc.
- ensure systematic programme information storage for use across wider team

### **Other**

- Support exploring and assessing new programme opportunities, as required
- Support the development of programme country strategies that align with the organisation's strategy and objectives
- Administer requests for programmatic support that come into Mary's Meals
- When the need arises, you may be required to travel to programme countries

## Key relationships



Qualifications, skills and experience	Essential	Desirable
Excellent communication and organisational skills	✓	
Experience working in a fast-paced environment with tight deadlines	✓	
Cultural sensitivity with an ability to work well with a wide range of people	✓	
Develop collaborative relationships	✓	
Understanding of the place of school feeding in relief and development	✓	
A proactive, resourceful and motivated approach	✓	
Experience of developing and reviewing budgets	✓	
Strong report writing and presentation skills	✓	
Strong computer and Microsoft Office skills	✓	
A degree in a relevant subject or experience in a similar role	✓	
Project coordination experience		✓

Experience of developing, monitoring and reporting against agreed strategy and providing operational reports to management		✓
Familiarity using common planning tools in international development, including log frames		✓
A postgraduate degree in International development or a relevant subject		✓
Experience liaising with Government and partner or community groups		✓
Experience of development work in a developing country		✓
Competency in relevant language		✓

## Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I demonstrate resilience</li> <li>• I lead by example</li> <li>• I'm authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter – (a) our physical resources; (b) our people</li> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>

<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

## Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

## Declaration of Acceptance

I have read this job description and accept it.

Employee Name.....

Signed ..... Date.....