Recruitment pack for:

Personal Assistant to the Executive Director

Mary’s Meals UK

March 2018
# Recruitment pack contents

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Welcome from our Executive Director

Thank you so much for your interest in joining the Mary’s Meals family. As you consider making an application for the role of Personal Assistant to the Executive Director with Mary’s Meals UK, I hope you find this pack helpful, encouraging and exciting.

In joining Mary’s Meals UK, you would become part of a global movement of people who will simply not accept that any child should go hungry in this world of plenty. We are passionately driven by our simple belief that every child in the world deserves an education – and enough to eat.

From small beginnings feeding just 200 Malawian children in 2002, we are now reaching 1,230,171 children across 15 ‘programme’ countries (including Malawi, Liberia, Zambia, Haiti, South Sudan and Syria) with a nutritious daily meal in school.

This meal not only meets the immediate needs of the hungry child, but it attracts children to the classroom where they can gain an all-important education. And we firmly believe that the children who are receiving Mary’s Meals today can grow up – better nourished and better educated – to become the men and women who will lift their communities out of poverty and end their reliance on aid.
Welcome from our Executive Director

But none of this would be possible without the incredible generosity of our supporters all over the world, who give freely of their time, money, skills and prayer. In Malawi alone, we have 80,000 volunteers who rise early each day to cook and serve Mary’s Meals to their children.

And, across Mary’s Meals’ dozen or so ‘national affiliate’ countries, in which we raise awareness and funds for our work (including the UK, USA, Austria, Germany, Ireland, Croatia and Canada) thousands of people amaze and inspire us every day with their ‘little acts of love’, spreading the word about Mary’s Meals in their local communities and raising money to feed more children.

The UK, where we received the first-ever donations for our work, remains the country in which Mary’s Meals raises the majority of its funds. And Mary’s Meals UK, the organisation I am privileged to lead, is responsible for continuing to tell our story across Scotland, England, Northern Ireland and Wales; engaging and inspiring more and more UK volunteers and donors; and driving forward the unrelenting growth of the Mary’s Meals movement on these shores.

We do this while working very closely and collaboratively with our colleagues at Mary’s Meals International, the organisation which co-ordinates the global movement and directly manages our school feeding programmes.

The Personal Assistant to the Executive Director role is an important new post for Mary’s Meals UK – which will provide high-quality administrative, organisational, diary management, project management and research support to me and, where possible, the wider senior leadership team – as we seek to deliver continued income growth in this country for the benefit of many more hungry children in some of the world’s poorest communities.

With 61 million children out of school around the world and a further 66 million attending school so hungry they’re not able to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary’s Meals UK, and with it, the lives of so many people who both contribute to and benefit from this incredible work of love, joy and hope?

I look forward to hearing your story.

Daniel Adams
Executive Director, Mary’s Meals UK
@MarysMealsDan
Our vision and mission

- **Our vision** is 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** is 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

• We have confidence in the innate goodness of people.
• We respect the dignity of every human being and family life.
• We believe in good stewardship of the resources entrusted to us.

Mary’s Meals is a global movement that sets up school feeding projects in some of the world’s poorest communities, where poverty and hunger prevent children from gaining an education.

Our idea is a simple one that works. We provide one daily meal in a place of learning in order to attract chronically poor children into the classroom, where they receive an education that can, in the future, be their ladder out of poverty.

The Mary’s Meals campaign was born in 2002 when Magnus MacFarlane-Barrow, from Dalmally in Argyll, visited Malawi during a famine and met a mother dying from AIDS. When Magnus asked her eldest son Edward what his dreams were in life, he replied simply: “I want to have enough food to eat and to go to school one day.”

That moment was a key part of the inspiration which led to the founding of Mary’s Meals, which began by feeding just 200 children in Malawi in 2002. Today, 16 years later, we feed 1,230,171 hungry children every school day across four continents. The average worldwide cost for us to feed a child for a whole school year is just £13.90.

Where Mary’s Meals is provided, there is a rise in school enrolment, attainment and attendance. Wherever possible, Mary’s Meals uses locally grown food to support the local economy and help smallholder farmers.

We work extremely hard to keep our running costs low and to ensure that at least 93% of donations goes directly on our charitable activities. This is only possible because most of our work is done by an army of dedicated volunteers all over the world, who carry out lots of little acts of love on behalf of Mary’s Meals.

Having been inspired, in part, by our founder’s Catholic faith, this work is named in honour of Mary, the mother of Jesus, who brought up her own child in poverty. We consist of, respect and reach out to people of all faiths and none.

Counting on support from around the globe, Mary’s Meals has registered national affiliate organisations, which raise awareness of our work, in more than 12 countries around the world. Funds raised by affiliates, including from Mary’s Meals UK, are passed to Mary’s Meals International, the organisation which co-ordinates our movement and directly manages the delivery of our school feeding programmes.
The global Mary’s Meals family

Mary’s Meals Network

National Affiliates
- Austria Independent Affiliate
- Bosnia-Herzegovina Branch of MMI
- Canada Independent Affiliate
- Croatia Independent Affiliate
- Germany Independent Affiliate
- Ireland Independent Affiliate
- Italy Independent Affiliate
- Netherlands Independent Affiliate
- Spain Independent Affiliate
- Switzerland Independent Affiliate
- United Kingdom Independent Affiliate
- United States Independent Affiliate

Programme Affiliates
- Kenya Branch of MMI
- Liberia Branch of MMI
- Malawi Subsidiary of MMI
- Zambia Subsidiary of MMI

International Fundraising Groups
- Australia Group
- Belgium Group
- Denmark Group
- France Group
- Poland Group
- Portugal Group
- Slovenia Group
- UAE Group

Programme Partners
- Benin: Sœurs de Marie de la Médaille Miraculeuse
- Ecuador: Fundación Cristo Misionero Orante
- Ethiopia: Daughters of Charity Tigray
- Haiti: Hands Together and Caritas Hinche
- India: BREAD
- Kenya: Caritas Lodwar
- Lebanon: Dorcas
- Myanmar: Episcopal Commission for Education
- Romania: Rhema Foundation
- South Sudan: Diocese of Rumbek
- Syria: Dorcas
- Thailand: Living Water Centre
Mary’s Meals UK (or ‘MMUK’), a charity registered in Scotland, is the oldest entity in the Mary’s Meals family – the original organisation established as ‘Scottish International Relief’ in the early 1990s, when our founder and global CEO, Magnus MacFarlane-Barrow, first became involved in international aid during the Bosnian Conflict.

Back then, Magnus was a simple salmon farmer who, along with his family, decided to do something to help those who were suffering because of the war.

They relied heavily on the generosity of local people in their village of Dalmally in Argyll, who relentlessly donated food, blankets and other items of aid, which were then stored in the family shed, before being driven out by Magnus to Bosnia-Herzegovina.

Though our largest office is now in Glasgow, that same shed – which continues to be filled, metaphorically at least, with the generosity of our supporters – still serves as the headquarters of Mary’s Meals UK to this day.
In January 2015, to recognise the incredible growth of the Mary’s Meals movement around the world and to facilitate future growth in new countries, another entity – Mary’s Meals International (or ‘MMI’) – was formed in the UK.

This new organisation assumed responsibility for directly delivering our programmes and for coordinating the growing number of Mary’s Meals organisations around the world, aimed at either awareness-raising or programme delivery.

This structural change saw Mary’s Meals UK become the global movement’s largest fundraising organisation and enabled it to focus even more passionately on its mission to tell our story across Scotland, England, Northern Ireland and Wales, and empower more people to help us reach the next hungry child by offering their money, goods, skills, time or prayer.

Today, Mary’s Meals UK raises awareness and funds under the direction of the Executive Director, and through the passion, commitment and dedication of our volunteers and staff, led by the Director of Communications and Fundraising, Director of Finance and Operations, and Director of Development (London). The organisation currently has offices in Glasgow (which it shares with Mary’s Meals International), Dalmally, Leeds and London.
Role outline

Role title: PA to the Executive Director
Location: Glasgow
Contract: Full-time, permanent
Salary: c. £24,000 per annum
Benefits: Flexible working, 34 days’ annual leave (including public holidays), and a non-contributory pension with employer contributions of 7.5%. For more information on what we offer, please visit: http://bit.ly/2F9lVlQ

Reports to: Executive Director
Direct reports: None

Key relationships: MMUK: Director of Communications and Fundraising, Director of Finance and Operations, Director of Development (London), Board of directors, the wider Mary’s Meals UK team

MMI: Personal Assistant to the Global COO and CEO
Duties and responsibilities

Role overview

The Personal Assistant to the Executive Director provides high-quality personal, administrative and organisational assistance to the Executive Director, as well as – where possible – working to support the activities of the wider senior leadership team and the Mary’s Meals UK board.

This role is responsible for managing the Executive Director’s diary and appointments, notetaking at meetings, travel arrangements, events coordination, guest hospitality, maintenance of key office systems and, as required, project and research work. Personal integrity and excellent attention-to-detail is paramount for this post.

Principle duties

- Act as the initial point of contact for the Executive Director, assessing priorities and re-directing calls, enquiries and requests as necessary.

- Manage the Executive Director’s diary and appointments, ensuring effective use of time and preparation of papers and information in advance.

- Filter incoming mail; sorting, redirecting and taking action as appropriate.

- Provide word processing and proof-reading support with letters, reports, papers and other documents.

- Take responsibility for dealing with emails, phone calls, post, general correspondence, reports, minutes of meetings, forms, and compiling contact lists on behalf of the Executive Director.

- Take responsibility for keeping the Executive Director’s diary up-to-date; planning, organising and taking notes at meetings; and arranging appointments, travel and events.

- Take responsibility for writing thank you letters and other correspondence on behalf of the Executive Director.

- Organise internal and external meetings and teleconferences, including booking venues, arranging accommodation, preparing agendas and meeting papers, disseminating meeting papers, liaising with board members and the leadership team and taking minutes.

- Organise and prepare complex travel itineraries and make all travel and accommodation arrangements necessary for the Executive Director and other key personnel.

- Receive visitors for the Executive Director and provide office hospitality.
Duties and responsibilities

Principle duties (continued)

• On occasion, carry out background research, data analysis, and provide reports on various subjects.

• Liaise with staff, affiliates, partners and donors as required by the Executive Director.

• Maintain an up-to-date and accessible filing system for the Executive Director and file correspondence, reports, minutes and other documentation in the filing system, both on paper and on computer.

• Undertake projects from time-to-time on behalf of the Executive Director (for example, organising a key event).

• Manage own work allocation, productivity and quality of work with minimum supervision.

Qualifications, skills and experience

• Minimum GCSE English and Mathematics (or equivalent).

• HNC / HND in secretarial studies, business, administration or management.

• Discretion and understanding of confidentiality and data protection issues.

• Strong attention-to-detail and drive to produce quality, accurate outputs.
Duties and responsibilities

Qualifications, skills and experience (continued)

- Warm, engaging personality with excellent communication skills (both written and oral).

- Analytical ability and the capacity to think objectively and demonstrate sound judgement.

- Strong experience with Microsoft Word, Excel, Outlook and PowerPoint.

- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.

- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.

- Experience of working in a charity or not-for-profit organisation.

- Experience of handling a wide range of enquiries and an excellent telephone manner.

- Experience of taking and writing minutes, summarising discussions and writing reports.

- Highest levels of personal integrity, honesty and reliability.
How to apply for this role

To apply for the role of Personal Assistant to the Executive Director at Mary’s Meals UK, please send a tailored CV and covering letter to: jobs@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to work for Mary’s Meals UK in this role, as well as giving a concise overview of your most relevant skills and experience, and should fill no more than two pages of A4.

Recruitment timescales

Closing date for applications: Tuesday, 20 March 2018 at midnight.

Interviews with the recruitment panel: Monday, 26 March 2018.

Please note: A second interview stage may be required.
“Together, let’s set out on this journey; one step at a time, one meal at a time, one child at a time.”

– Magnus MacFarlane-Barrow, Mary’s Meals founder