

Department:	Programmes
Responsible to:	Director of Programmes
Location:	Glasgow, Scotland
Contract length:	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 inspirational and impactful leadership to support the Director of Programmes and the Programmes Leadership Team (PLT) in all aspects of their work to deliver the strategic development and operational success of Mary's Meals school feeding programme. You will lead and support the development and implementation of projects, policies and processes that ensure the success of the school feeding programme and that meet the requirements of all internal and external stakeholders. Serving as an integral member of PLT, your measure of success will be our ability to deliver our programmes in line with our school feeding and delivery models and organisational standards, ensuring quality, stewardship and simplicity.

Key activities

People

- To build strong, trusted relationships with all key stakeholders
- To lead, develop and inspire team to carry out the responsibilities within this job description
- To contribute to the promotion of a culture of employee engagement, development and empowerment to ensure job satisfaction and retention.
- To ensure all aspects of staff performance is well managed

Strategy and planning

- To contribute to the Programmes strategy that enables development and growth of our programmes, and support the director and PLT to implement the strategy
- To provide strategic leadership to our programmes, as a key PLT member
- To coordinate annual refresh of programme country strategies, roadmaps and implementation plans, fully aligned to the organisation's strategic objectives – helping ensure clear objectives and outcomes defined and delivered
- To support PLT to prepare relevant proposals, budgets and rationale for approval by Mary's Meals executive team and board
- To support the development of, and alignment to, the Mary's Meals school feeding and delivery models, ensuring our policies and processes deliver programmatic quality, stewardship and simplicity
- To identify, lead and deliver projects and initiatives that further enhance our model and delivery
- To support ensuring appropriate internal and external governance and compliance requirements are in place across our programmes – including legal, financial, security, risk and assurance, safeguarding, due diligence, etc.

Operational

- To coordinate monitoring and reporting of progress against organisational objectives, budgets and work planning tool activities across our programmes
- To coordinate provision of comprehensive management information and analysis to senior leadership, clearly summarising strengths, issues, options and recommendations
- To support PLT to ensure key projects are delivered in line with objectives, intended outcomes and agreed budgets agreed
- To support implementation of our school feeding and delivery models across the organisation, in support of the strategic plan
- To support PLT to troubleshoot and develop strategies and activities to address key challenges, and support delivery of those
- To lead and coordinate regular, proactive reviews of core aspects of our programmes to identify areas of strength, weakness and fit to our model – sharing best practices and learnings, and recommending strategies to address issue
- To provide regular summary reporting and action plans for internal and external governance and compliance status across our programmes

Other

- To represent Mary's Meals externally as required, and appropriate, as a member of PLT and the wider Mary's Meals leadership team.
- To support PLT to work with communities, governments, international partners and peers to share best practices and learnings, and further the interests and reach of Mary's Meals, as required.
- To ensure the maintenance of excellent relations with all of Mary's Meals partners, supporters and stakeholders, as required.
- You may be required to travel to locations in which Mary's Meals programmes operate.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Degree qualification, with a relevant post qualification experience	✓	
Proven experience of strong leadership, team management and team building skills.	✓	
Strategic thinker, with experience of developing and delivering strategy within own area of work in a complex environment	✓	
Proven ability to identify and drive to a goal, and focused on delivering objectives while consistently demonstrating our values	✓	
Strong communication and interpersonal skills, with the ability to establish effective internal and external working relationships at all levels	✓	
Experience of coaching to help others to work in ways that have the greatest impact	✓	
Experience of developing, monitoring and reporting against agreed strategy and plans and providing well written reports to senior management	✓	
Strong analytical skills in ensuring value for money and fit-to-model in programme implementation	✓	
Effective financial management skills, including budget preparation, reporting and revision, and (desirable only) grant management	✓	
Ability to organise own work and prioritise tasks coordinating multiple activities	✓	
Strong computer skills, including Microsoft Office	✓	
A strong vocational attitude that shows competence, commitment and contribution to the global movement	✓	
Commitment to the vision and mission	✓	
Cultural sensitivity with an ability to work effectively with a wide range of people	✓	
Understanding the core principles of international development and the place of school feeding		✓
Experience of liaising with government, partner and community groups at a senior level		✓
A postgraduate degree in a relevant subject		✓
Experience implementing programmes and projects in an international environment		✓
Experience working in emergencies		✓
Experience working in non-profit sector		✓

Mary's Meals International manager competencies

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

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

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.