

Department:	People
Responsible to:	Head of L&D
Location:	Glasgow
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 support the Head of Learning and Development in driving the organisations L&D strategy across Mary's Meals as it strives to become a learning organisation. You will be responsible for looking for gaps in employee knowledge and training needs and using this information to source and coordinate relevant training courses and monitor the employee's progression throughout. The role will have a focus on training course development, taking a blended approach. There will be an element of travel to developing countries to support training needs.

- Maintain training attendance records and staff feedback for all MMI run training

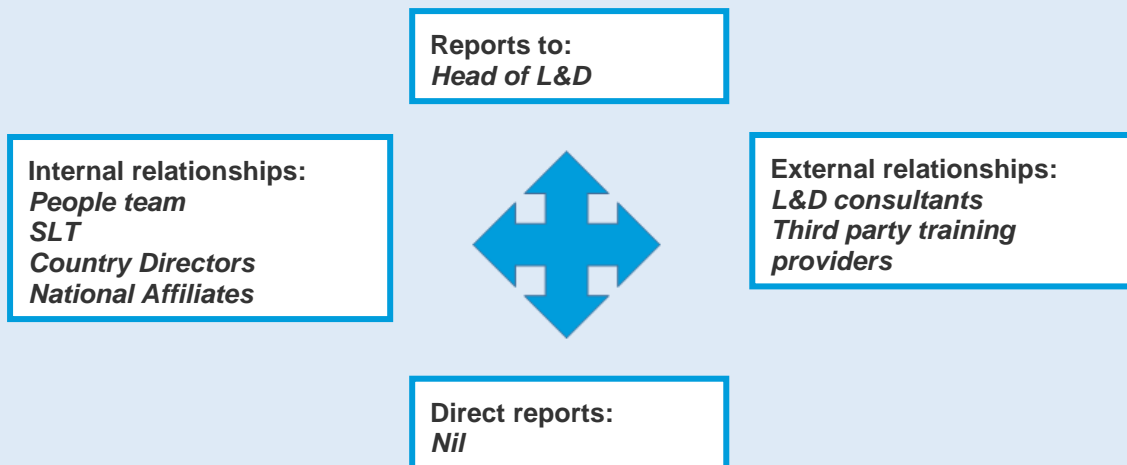
Evaluation and Reporting

- Ensure all training courses are evaluated using agreed measures
- Utilise information from the evaluation process to identify areas for improvement
- Provide reports on key L&D metrics to the Head of L&D according to agreed schedules

Other

- Undertake project work as directed by the Head of L&D
- Keep up to date in the latest learning and development trends

Key relationships



Qualifications, skills and experience	Essential	Desirable
Relevant degree and or experience	✓	
CIPD and/or CTP qualified		✓
At least 3 years' experience working within a similar learning and development environment	✓	
Proven experience in the design and development of training courses	✓	
Demonstrates up to date knowledge of effective L&D methods	✓	
Proven experience in delivering training	✓	
Proven experience in developing L&D policies, practices and systems		✓
Exceptional communication and relationship building skills	✓	
Proven experience delivering training within tight budget constraints	✓	
A creative and innovative thinker	✓	

Experience of delivering training in a not for profit and/or a global organisation		✓
Proficient in LMS and e-learning platforms and practices		✓
Demonstrable experience or qualification in coaching and mentoring		✓

Mary's Meals International team member 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 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 – (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 work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me

Success	<ul style="list-style-type: none">• I maintain my technical competence• I contribute to the success of my team• I am accountable• I embrace change
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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.