

Department:	Programmes
Responsible to:	Head of Programme Partners
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 provide effective operational and administrative support to Mary's Meals partner programmes. You will support the partner, along with the wider Programmes team and other MMI functions, to collectively ensure highly effective partner programme implementation and delivery. You will coordinate a range of activities with the partners including budgeting, monitoring and reporting, developing trusted relationships, support implementation of governance and compliance requirements. You will ensure our programme partners are fully supported in their work and you will support continuous improvement across our partner programmes, and alignment to our school feeding and delivery models.

Key activities

Support the Head of Programme Partners to achieve the Programme Partner team's objectives.

Programme Partner support

Build highly effective, trusted relationships with allocated partners to:

- ensure partner commitment to our mission, vision and values
- ensure there are effective channels of information between partner and MMI
- ensure programmes are delivered to agreed plans and budgets, aligned to our school feeding and delivery models, and have strong focus on quality, stewardship and simplicity
- prepare and monitor annual programme budgets and plans
- ensure cash transfer requests and food orders submitted and processed as required.
- ensure monitoring and reporting from partner meets organisational needs
- proactively analyse our programmes, using data to support continuous improvement
- support partner to establish strong relationships and credibility with local community and partners, to strengthen community engagement and commitment to the programme
- support partner to plan, prepare for and implement any agreed expansions.
- support partner to develop and implement appropriate internal and external governance and compliance requirements – including legal, financial, security and risk management, safeguarding, partner agreements, due diligence, etc.
- support awareness raising activities for external use, funding proposals and reporting, and collecting and sharing information relating to supporters and fundraising, as needed

Other

- Support exploring and assessing new partner programme opportunities and review existing partner programmes, as required
- Support the development and implementation of partner strategies that align with the organisation's strategy and objectives and the Programmes Partners strategy
- Have working knowledge of partner programmes outside own portfolio so team are able to support each other and fill any staff absence with consistent and continuous support
- Contribute to internal projects and activities that further enhance our model and delivery, delivering on assigned tasks.
- 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.

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

	<ul style="list-style-type: none"> • 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

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.....