

Department:	Services
Reporting to:	Chief Services Officer
Contract type:	Fixed term – 12 months

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

This role is responsible for providing assurance that the risks the organisation is exposed to have been identified properly and are being managed effectively. This is achieved through providing oversight and leadership of a function that incorporates subject matter experts across the areas of security and health and safety management; internal audit and assurance; and organisational risk management and insurance.

The role is responsible for providing oversight and challenge to our developing security and health & safety frameworks. They will support our Global Security Lead and his team to deliver on existing plans and commitments to deliver improvements, as well as provide support for our ongoing management of security risks and issues across MMI and our programme countries.

The role has responsibility for managing our assurance and internal audit programme, which is delivered by our Internal Audit team and assesses and reports on the robustness of our internal control framework. This role provides review and sensible challenge of the findings emerging and supports the team to effectively engage with MMI and our programmatic staff on agreement and delivery of improvement actions.

The role is also responsible for ensuring the continued application of Mary's Meals risk management framework to provide assurance that all risks are identified, assessed, managed and reported on. This is achieved through supporting the Risk & Insurance Manager to engage appropriately with the global organisation on all current and emerging risks and to ensure that appropriate insurance coverage is in place and accessed at the right time.

Key responsibilities & activities:**Security and Health & Safety Management**

- Oversee activities to deliver and maintain robust security arrangements in MMI and our Programme Affiliates for our locations, assets and staff.
- Provide ad hoc guidance on appropriate measures to safeguard our people and assets.
- Oversee our response, escalation and tracking of any security or risk incidents as and when they may occur to ensure they are handled promptly, effectively and consistently (within MMI, Programme Affiliates and Programme Partners).
- Provide governance support on the health & safety project being led by the Global Security Lead to provide clarity on roles and responsibilities, deliver effective and legally compliant policies and

procedures, and ensure adequate training, governance structures and oversight is provided over the framework for both MMI and Programme Affiliates.

Internal Audit & Assurance

- Oversee delivery of a comprehensive and risk-based programme of internal audit and other assurance activity (including remote compliance checks), predominantly spanning our programme and partner countries.
- Oversee the timely implementation of agreed action points, in conjunction with local management teams.
- Support the development of a consistent and robust internal control framework across MMI, by providing advice and/or training as necessary.
- Liaise with external auditors for MMI and Programme Affiliates, as required, on all aspects of our control framework.

Organisational Risk Management and Insurance

- Support the Risk & Insurance Manager to maintain and deliver planned improvements to our risk management framework and activities across MMI and Programme Affiliates, helping to embed a culture of sound risk management.
- Drive activity to maintain our strategic, pillar and programme risk registers, working closely with others across the global organisation.
- Oversee our framework for insurance to ensure adequate coverage is obtained and effective supporting processes are in place for renewal, in-year changes and claims within MMI.
- Provide governance support on the Programme Affiliate insurance project being led by the Risk & Insurance Manager to deliver improvements to insurance coverage and ensure effective oversight and processes for their insurance programmes.

Leading and Managing

- Provide strategic support, leadership and direction to the Global team.
- Help progress the agreed future strategy and shape of the function, in conjunction with the Chief Services Officer and as a member of the Services Leadership Team.
- Oversee the delivery, monitoring and reporting of progress made against team and pillar strategies and plans.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Role-model Mary's Meals values and leadership behaviours.
- Provide high quality reporting on matters across the function in line with agreed schedules for governance groups and as required for external stakeholders, including regulators and/or major donors.

Other

- Oversee our framework for whistleblowing to provide accessible routes for raising genuine concerns and ensure investigations are conducted discreetly, promptly and effectively (within MMI and Programme Affiliates).
- Maintain expectations on whistleblowing for the global movement, including National Affiliates and Programme Partners, and provide ad hoc support as required.
- Lead ad hoc reviews and investigations, as required.

Additional information:

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Strong experience of leading a security or internal audit team.
- Ability to analyse and resolve complex issues, involving multiple stakeholders.
- A leader and implementer of policies, procedures, projects and change.

- Excellent attention to detail and drive to produce high quality, accurate reporting to senior staff on risk and assurance matters.
- A strong people manager who takes the time to provide effective supervision, challenge, coaching, development and support.
- An influencer known to get results and make an impact across all areas of the organisation, at all levels.
- A strong relationships builder with excellent communication skills.
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.

Desirable skills & experience required for this role:

- Good demonstrable understanding of the charity sector and the school feeding model at Mary’s Meals
- Experience of working in different countries/cultures

Mary’s Meals 7S Leadership Competencies:

As a leader within Mary’s Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am 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 your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.