

A young girl with braided hair, wearing a yellow and dark blue school uniform, is smiling broadly. She is holding a book with a map of West Africa, showing countries like Liberia and Guinea. The background is slightly blurred, showing other children in a classroom setting.

mary's
meals

a simple solution
to world hunger

Recruitment pack for:

Head of Security & Assurance

Mary's Meals International

mary's
meals

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Thank you for your interest in the role of Head of Security & Assurance. I hope you will find this pack informative and useful in supporting your decision to apply to join our team of employees, which exists to serve a global movement of people who are united around a simple mission; the provision of a daily meal in a place of education for the world's poorest children.

This meal, cooked and served by local volunteers, meets the immediate need of the hungry child and, at the same time, plays a key role in encouraging them into the classroom where they gain an education that can set them free from poverty. Today we serve over 2.4 million children each school day in 18 of the world's poorest countries. This global movement of ours is achieving something wonderful, each meal served is the product of a series of lots of 'little acts of love' carried out by people across many countries who freely give their time, money, skills or prayers and it is through that, that our movement grows.

Our work is named after Mary, the mother of Jesus, and our values and culture are rooted in and shaped by a Christian spirituality. We feel that the way we do things is as important as the end results. Ours is also a universal mission involving people of all faiths and none across the world. Everyone is invited to join and provide their own unique contribution to this work.

With 59 million children out of school around the world and a further 73 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 and with it, the lives of thousands of children across the world?

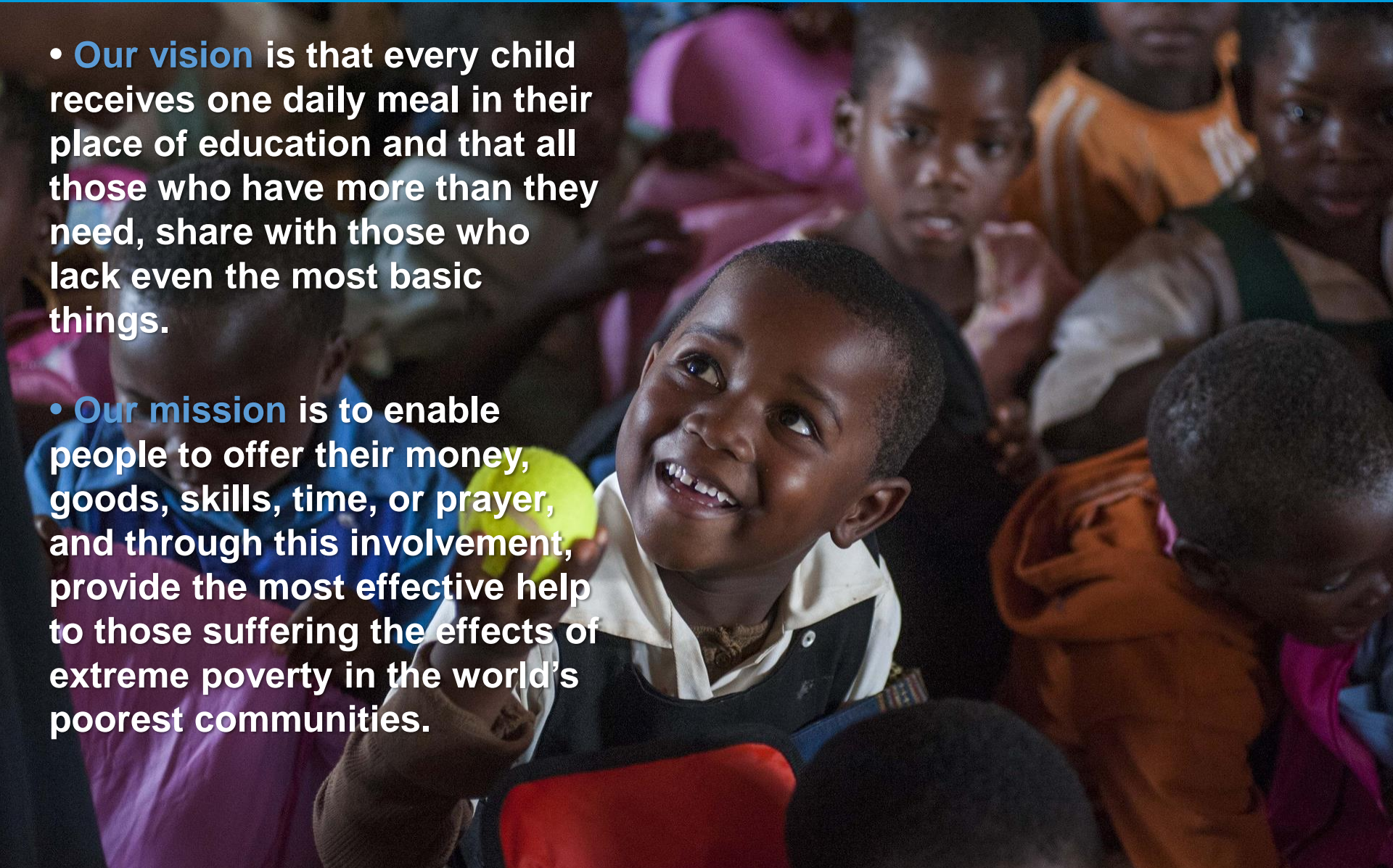
Good luck with your application!

Magnus MacFarlane-Barrow
MMI CEO



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.





- 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.

View Mary's Meals' full statement of values here: [https://www.marysmeals.org/sites/mmm/files/2022-08/Marys Meals statement of values 0.pdf](https://www.marysmeals.org/sites/mmm/files/2022-08/Marys%20Meals%20statement%20of%20values%200.pdf)

This mission was born unexpectedly in 1992, when the MacFarlane-Barrow family, from their home (Craig Lodge Family House of Prayer) in Argyll, Scotland, launched a little appeal to help the people of Bosnia-Herzegovina, who were suffering because of the war there. An outpouring of incredible generosity in response to that first appeal meant that what was supposed to have been a 'one-off' delivery of aid grew into an organisation called Scottish International Relief which over the next 10 years supported various projects aimed at helping the poorest of the poor in several countries.

The Mary's Meals campaign was born in 2002 when Magnus MacFarlane-Barrow visited Malawi during an emergency response to a hunger crisis there 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."

This encounter was one of the key inspirations that led to the birth of Mary's Meals recognising that millions of others like Edward were missing their education because of hunger. We came to believe that a daily school meal could help break this cycle of poverty and began to set up community owned school feeding programmes. This initiative soon became the sole focus of the organisation's work and began to grow rapidly around the world. In 2012, Scottish International Relief officially changed its name to Mary's Meals.

“The repeated generosity and passion of supporters is amazing, and to have the opportunity and responsibility to work with them to ensure their loving support is best utilised is really a pleasure. Knowing that their generosity will benefit the children Mary's Meals is privileged to serve is a tremendous joy.”

Mary's Meals colleague

The global Mary's Meals family



Mary's Meals Network

National Affiliates

	Australia Independent Affiliate		Austria Independent Affiliate		Bosnia-Herzegovina Branch of MMI		Canada Independent Affiliate		Croatia Independent Affiliate
	Czech Republic Independent Affiliate		France Independent Affiliate		Germany Independent Affiliate		Ireland Independent Affiliate		Italy Independent Affiliate
	Poland Independent Affiliate		Spain Independent Affiliate		Switzerland Independent Affiliate		United Kingdom Independent Affiliate		United States Independent Affiliate

Mary's Meals International (MMI)

Programme Affiliates

	Kenya Branch of MMI		Liberia Branch of MMI
	Malawi Subsidiary of MMI		Zambia Subsidiary of MMI

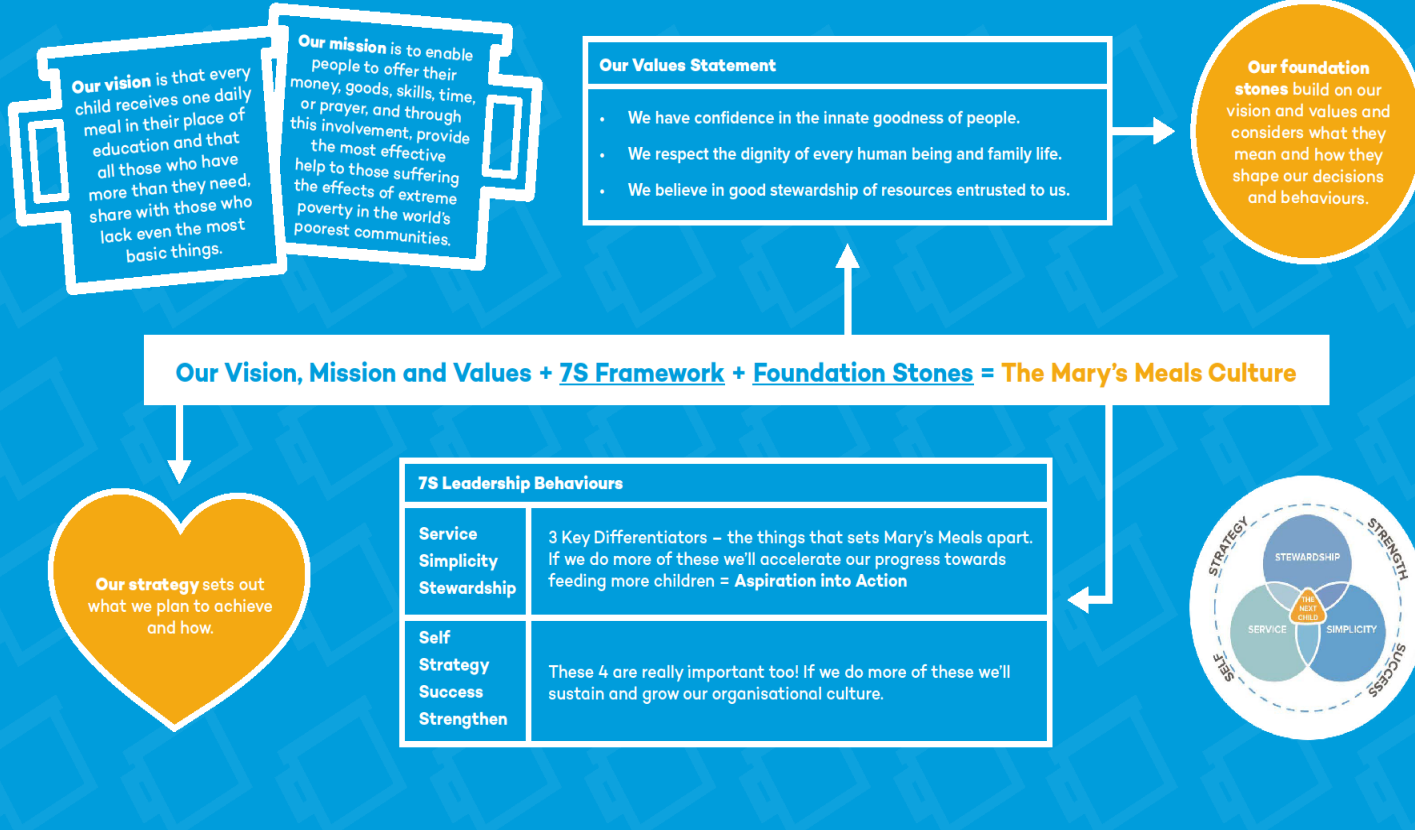
Fundraising Groups

	Belgium International Fundraising Group		Slovakia International Fundraising Group
	Hong Kong International Fundraising Group		Slovenia International Fundraising Group
	Netherlands International Fundraising Group		
	Portugal International Fundraising Group		

Programme Partners

	Benin Soeurs de Marie de la Médaille Miraculeuse		Ecuador Fundación Cristo Misionero Orante		Ethiopia		Haiti Hands Together, BND, Caritas Hinche, Summits Education		India BREAD
	Kenya Caritas Lodwar		Lebanon Dorcas		Madagascar Grandir Dignement, Feedback Madagascar, Money For Madagascar		Malawi Missionary Community of Saint Paul the Apostle		Myanmar Episcopal Commission for Education
	Niger Grandir Dignement		Romania Rhema Foundation		South Sudan Diocese of Rumbek, Mary Help Association		Syria Dorcas		Thailand Living Water Foundation
	Uganda Emmaus Foundation		Yemen Yemen Aid		Zimbabwe Mavambo Orphan Care, ORAP				

Mary's Meals Organisational Culture Map



The role

Role title: Head of Security & Assurance

Salary: Competitive salary + benefits

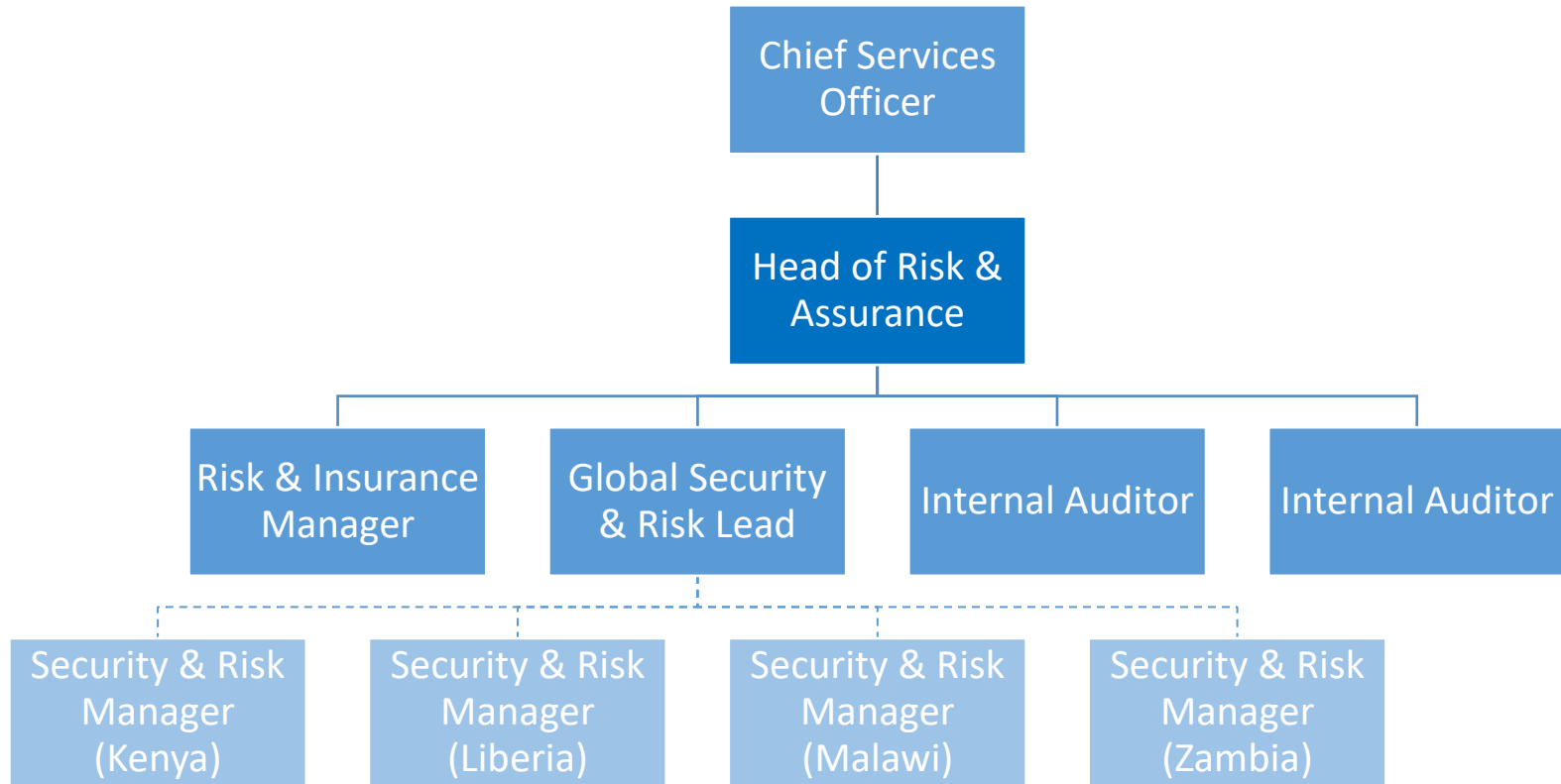
We have established compensation bands across the organisation, as we seek to ensure as much money as possible goes directly towards feeding children. An expectation of a vocational approach has shaped our approach to compensation for senior roles within Mary's Meals International.

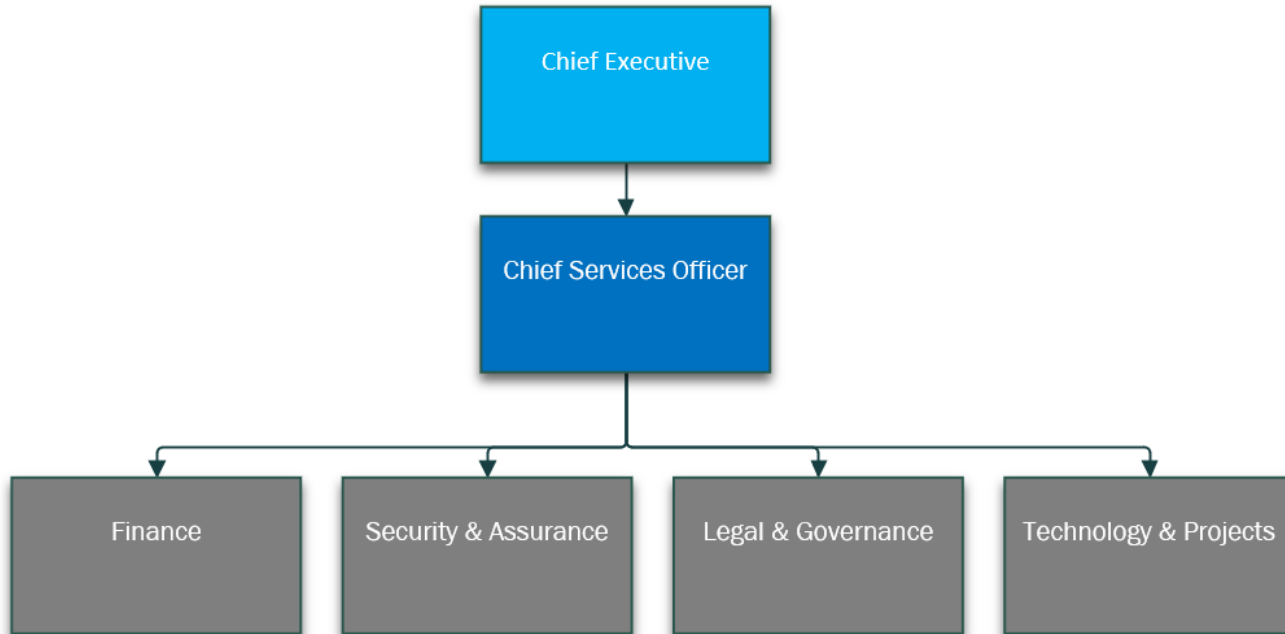
Benefits:

- We are working fully remotely in MMI and happy to support fully remote roles
- Flexible working hours
- 34 days' annual leave (including public holidays) + an additional day each year to 39 days and the option to buy 5 more days
- Life assurance
- Non-contributory pension with employer contributions of 8%
- Lifeworks Employee Assistance Programmes

Reports to: Chief Services Officer







- **Our History**
 - [Our story | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)
- **Our Books**
 - **The Shed That Fed 2 Million Children**
 - **Give**
 - [Books and Films | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)
- **Our Films**
 - **Love Reaches Everywhere**
 - **Child 31**
 - **Generation Hope**
 - [Books and Films | Mary's Meals \(marysmeals.org\)](https://marysmeals.org)



As **Head of Security & Assurance**, you will be 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.

You will be also 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.

You will also oversee the 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.

You will be 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 Responsibilities

- 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.

You will bring fantastic experience of working in and with international organisations, developing strategies to drive growth and successfully delivering complex global change projects. With exceptional organisational skills, a proactive approach to planning and the ability to work across multiple projects with diverse groups, you will thrive in a fast-paced strategic role.

Key Skills, Experience and Personal Attributes

- 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.
- Commitment to Mary's Meals mission and values and the ability to work in line with our Leadership Behaviors – please see listed below



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



How to Apply for this Role

If you are inspired to join our movement and our vision, mission and values resonate with you, we would love to hear from you. Please tell us why you want to join Mary's Meals and why you would make a great Head of Security & Assurance.

To apply please visit our Work For Us page, <https://www.marysmeals.org/useful-links/work-for-us/> and include your CV and a succinct covering letter, addressing the above question.

Recruitment Process

- Initial telephone interview
- Presentation & Interview
- Final interview

Our processes are informal and informative, we are very keen to get to know more about you, your experience/motivations and hopefully give you a clear picture of the opportunity and life here at Mary's Meals.





“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