

<b>Directorate:</b>	People & Culture
<b>Reporting to:</b>	Head of HR Partnering
<b>Contract type:</b>	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:

To provide insightful and expert HR partnering support to leaders within designated areas of Mary's Meals.

Develop and project manage strategic and value-adding projects and initiatives in line with MMI's People Strategy and in support of the needs of our global movement.

Provide proactive and expert advice and guidance to HR Leads in MM's Programme Affiliates to support the continual development of the HR frameworks in place in Kenya and Liberia, Malawi, and Zambia. As part of your role, you may be required to travel to countries where Mary's Meals operates.

### Key responsibilities & activities:

#### HR Partnering

- Build strong partnering relationships with people around the organisation, working in collaboration with stakeholders within your designated functional areas to deliver end-to-end HR processes and guidance to our teams globally.
- Provide high quality and timely advice, guidance and support to managers across the organisation to help them manage and resolve a wide range of complex HR issues including, change management, employee relations, safeguarding and performance management.
- Maintain excellent knowledge of relevant employment legislation and organisational policies and procedures to help managers resolve complex HR issues in different jurisdictions.
- Provide coaching and mentoring support to line managers to build confidence and competence to manage employee relations issues and to build and develop their teams.
- Support contacts across the organisation to identify, develop and implement initiatives that will drive the positive behaviours and embodiment of our values and leadership behaviours across Mary's Meals.
- Encourage the embedding of a robust performance management culture by supporting managers across the organisation to understand and carry out MMI processes.
- Ensure employees have the right skills, tools and environment to perform their roles, developing where required to ensure continued employee engagement.

- Support managers to identify learning and development needs and to develop their teams, liaising with colleagues in the L & D function where appropriate.

## Strategic HR initiatives

- Using your deep organization insights and learning to develop and project manage a range of projects and initiatives that form part of MMI's People Strategy and in support of the needs of the global movement, including reward, culture and safeguarding initiatives.
- Support career guidance, identifying career development needs and work in partnership with stakeholders to develop succession plans for your portfolio area.
- Facilitate succession planning sessions and keep active on the agenda with Directors and their Leadership teams.
- Support partners across the organisation to analyse culture and other pulse survey results, and to develop and implement appropriate action plans.
- Actively participate in the development of the organisation workforce plan by identifying resourcing issues and advise on development plans to ensure continual talent management.
- Facilitate the leadership consensus meetings with Directors and their LT's bi-annually.

## HR Capacity Building to Programme Affiliates

- Provide support and guidance to HR Leads to develop and implement annual HR, L&D and Safeguarding plans which are in line with MMI People strategy, policy and that meet the needs of the programme.
- Maintain oversight of the People Frameworks in place in Programme Affiliates to ensure that policies, procedures and practices are all legally compliant and in line with MM's values.
- Work with HR Leads to develop and implement plans that will see the development of the PA HR function in line with MM's HR development framework.
- Provide support, advice and guidance to help resolve HR issues which occur in Programme Affiliates including recruitment, complex casework, change management, performance, attendance and employee relations issues.
- Coach and mentor members of the HR team to ensure that MM's Safeguarding Framework are implemented and ensure safeguarding standards are fully integrated into HR and L&D processes.
- Coach and mentor PA HR teams to support the development of their competence and confidence to deliver high quality strategic and operational HR solutions to the Programme Affiliates.
- Encourage HR leads to demonstrate high quality leadership and management of the HR team.
- Work with HR Leads to ensure the team has the necessary skills, competencies and standards of performance to provide excellent service to the Programme Affiliate and effective execution of the annual plans.
- Support HR Leads to review pay and grading structures in the Programme Affiliates and to manage any resulting change processes.

## Essential skills & experience required for this role:

Qualifications, skills and experience	Essential	Desirable
CIPD Level 5 qualification or other qualification at a similar level	✓	
Strong track-record of working in a senior generalist HR position with experience of overseeing operational and strategic initiatives including experience of supporting and coaching managers to resolve complex people issues.	✓	
Advanced inter-personal skills, with the experience of developing excellent working relationships and partnerships with people inside and outside the organisation.	✓	

Experience of supporting an organisation to identify individual and organisational development needs and designing and implementing solutions to deliver impact.	✓	
Commitment to Mary's Meals values and leadership behaviours.	✓	
Proven ability of developing and effectively implementing complex projects and programmes of work.	✓	
Ability to manage competing priorities and work effectively in a busy, dynamic working environment, always respecting deadlines.	✓	
A proactive and positive approach to work with the ability to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches to solve complex problems.	✓	
Strong track record of developing and implementing HR and L&D strategy, policy, procedures and systems that are in line with organisational values and best practice.	✓	
Experience of developing and implementing organisational development and culture change projects and programmes.	✓	
Experience of working in a charity, not for profit or a values-based organisation.		✓
Experience of coaching, mentoring and of implementing capacity building initiatives to improve competence and confidence in managing operational and strategic HR.		✓

### Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build and demonstrate resilience</li> <li>• I lead by example</li> <li>• I am authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> </ul>

	<ul style="list-style-type: none"> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I am a catalyst for change</li> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

### 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.