

**Directorate:** Services

**Reporting to:** Head of Legal & Governance

**Contract type:** Permanent

### 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:

The role holder is responsible for providing senior-level Legal & Governance support across the Mary's Meals family, and ensuring strong legal governance and compliance is in place. The role holder will do this by supporting the Head of Legal & Governance, and by providing leadership to the MMI Legal & Governance team through management and delivery of key deliverables. The role holder will be required to deputise for the Head of Legal & Governance, and will have line management for the team. This role will involve strong management and delegation skills and will require working autonomously and proactively. Providing support as required on a broad range of work is core to the role, and the remit includes commercial contracts, policy, corporate governance, due diligence, data protection, HR support, regulatory risk & compliance and knowledge management.

### Key responsibilities & activities:

#### Leadership & Management of team:

- Manage, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Role-model Mary's Meals values and leadership behaviours.
- Ensure continuous evolution of the team's capabilities to meet the needs of a fast growing, international organisation.
- Ensure all members of the team have personal development plans and reviews in place designed to achieve great results.
- Effectively delegate work to the most appropriate team members considering skill sets and capacity.
- Take ownership of key tasks and proactively progress these in a methodical and efficient fashion.
- Deputise for the Head of Legal & Governance in their absence and as required.

#### Strategy & Priorities

- Support the development and implementation of the Mary's Meals Legal & Governance strategy and roadmap, aligning it to organisational strategy.
- Utilise strong planning skills to effectively manage and track Legal & Governance initiatives and projects.
- Ensure team priorities align with overarching strategy when carrying out and prioritising tasks.
- Provide a quality legal and governance service to all MMI, National Affiliates, Programme Affiliates

and their respective boards, always considering the needs of the organisation and longer term goals.

### **Build Relationships**

- Build a relationship of trust and support with the Head of Legal & Governance, consulting with them on strategic matters as required and working collaboratively on operational activity.
- Build and foster relationships of trust with colleagues and volunteers within the Legal & Governance team.
- Build and develop relationships of trust with leadership teams and key staff/volunteers within MMI, Programme Affiliates, and National Affiliates.
- Be a key player within the overall Services group, developing good relationships with all staff and volunteers within other functions.
- Collaborate effectively with all areas of the organisation to ensure that legal and governance initiatives continue to support their plans and objectives.

### **Board and Corporate Governance**

- Advise the ELT, the Board and the Head of Legal & Governance on all aspects of corporate governance, including the duties of members & trustees and constitutional requirements, with assistance from the Executive Assistant as required.
- Support the Head of Legal & Governance and Programme Affiliate Country Directors on all aspects of board governance, with assistance from the Executive Assistant as required.
- Lead on the set up and registration of new Mary's Meals entities, whether in Programme Affiliates or National Affiliates with assistance from the wider Legal & Governance team as required.
- Manage, update and oversee all due diligence processes, spanning procurement, Programmes & partners, commercial partnerships and nominee national affiliates.
- Work with the Executive Assistant to manage necessary regulatory filings, the maintenance of the statutory books and associated records, and the appointment of new members and board directors.

### **Programme and National Affiliates**

- As part of the wider Legal & Governance team, provide legal services to Programme Affiliates, either directly or via relevant MMI staff, with support from local advisors as needed.
- Act as the lead contact for all advice relating to the legal requirements of commercial contracts.
- Provide key support and advice on all disputes within Programme Affiliates, instructing external counsel as necessary.
- Lead on the overall team management of the global trademark portfolio.
- Provide constitutional advice required for either Programme, National Affiliates or Nominee National Affiliates as required.

### **Contracts & Policy**

- Act as the lead representative of the Legal & Governance team on all types of contracts.
- Be instrumental in the negotiation, review and drafting of all I contracts entered into by MMI, and all other entities forming part of the Mary's Meals network as required.
- Support the People directorate with any employment contractual issues or changes required.
- Be mindful of the need to grow the bank of standard and template contracts and adapt all contracts to these forms where possible. Encourage and support junior team members in doing the same.
- Support the Head of Legal & Governance with updating and implementing global policies as needed.
- Manage all MMI policy reviews, attending meetings with policy representatives where necessary.
- Lead on any reviews required of Programme Affiliate policies and other local policies, liaising with local teams, the MMI Programmes and People teams as necessary.
- Be fully versed on the Policy Approvals process and ensure that it is communicated widely and is being followed across the Mary's Meals network.

### **Data Protection**

- Manage global data protection compliance, ensuring that all policies are legally compliant and all queries all promptly dealt with and potential breaches are thoroughly investigated and escalated as necessary, and delegating tasks as necessary.

- Be regarded as the lead contact on all data protection matters across the organisation.
- Attend and lead on quarterly meetings with Data Champions from across all teams.

### External Advisors

- Identify matters best served by external advisors.
- Confidently instruct and work with external advisors and agents when necessary, negotiating the best fee rates, or pro bono wherever possible.
- Always be mindful of the good stewardship of resources considering how best to utilise external legal advisors whether as pro bono or via agreed reduced rates, tapping into all relevant existing and previous contacts.
- Continue to explore opportunities to use alternative legal service providers where this may reduce cost across the global organisation.
- Ensure that more junior team members are mindful of the availability of external advisors and understand which matters are best served by these experts.

### All MMI employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

### Other

- Keep abreast of all legal developments and changes that may have an impact on our organisation.
- Be able to confidently run the Legal & Governance team, responding to all queries and delegating as necessary on the days that the Head of Legal & Governance does not work, or is otherwise engaged.

### 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:** The ideal candidate will have excellent technical legal skills, solid experience as a manager and demonstrate a versatile and willing working style. They must also enjoy working in a dynamic and fast-paced environment where no day will ever be the same.

- Excellent technical legal skills.
- Having completed a legal traineeship and ideally had at least 2 years PQE either at a private practice law firm, in the public sector or within an in-house legal team.
- Skills to operate effectively in a networked model and within a culturally diverse context with a wide range of people in different countries and settings.
- Proven ability to take a pro-active and innovative approach to solving legal problems, with a strong orientation to business needs.
- Management skills with proven experience of managing people.
- Excellent verbal and written communication skills, including the ability to present detailed information clearly and succinctly.
- An efficient and organised person who can deal with all tasks logically and effectively.
- A 'hands on' practical person who will work at every level to get the job done.
- A versatile person who is able to turn their hand to anything asked of them.
- Good demonstrable understanding of the charity sector
- A solution-orientated person
- Experience of working closely with and providing operational reports to senior staff.

## Desirable skills & experience required for this role:

- Experience of managing external advisers, including pro bono.
- Working in charity/international development sector
- Experience of working in different countries/cultures.

## Qualifications:

- A Law Degree
- Diploma in Legal Practice

## 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.

<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><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 develop strategy and translate it into action</li></ul>
<b>Strengthen</b>	<ul style="list-style-type: none"><li>• I create a positive work environment</li><li>• I increase the capabilities of my team</li><li>• I help people manage their careers</li><li>• I find and develop next-generation talent</li></ul>
<b>Success</b>	<ul style="list-style-type: none"><li>• I ensure my team is technically competent and always developing</li><li>• I build high performing teams</li><li>• I ensure accountability</li><li>• I am a catalyst for 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.