

<b>Directorate:</b>	Programmes
<b>Reporting to:</b>	Programme Development Lead
<b>Contract type:</b>	Full-time / 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:

As Programme Development Manager you will have responsibility for working with and guiding the global programme development team in Programme Affiliates and working with Programme Partners, and to actively work across the wider Programme Development and Operations team at MMI, to ensure that Mary's Meals can work towards programme excellence and implement changes to our programmes. You will take a key role in contributing to the implementation of strategic plans, as well as the development of key policy documents, research projects, and on-going programmatic excellence activities.

This role will require strong relationship management with staff and partners across the Mary's Meals family. A key aspect of this role is working with and managing data from our programmes and working in cross-collaboration with our Programme Operations team. In addition, this role will work to strengthen our approach and to contribute to programmatic excellence for good stewardship of our resources. This is essential to keep our promise to each child and reach the next child waiting for Mary's Meals.

## Key responsibilities & activities:

### Engagement and Support

- To support and guide a global team to carry out in-country development responsibilities.
- To contribute to the promotion of a culture of employee engagement, development, and empowerment.
- To strengthen capacity with our programme affiliates and partners for programme development.

### Programmatic Excellence

- Build highly effective, trusted relationships with all our Programme Affiliates and Partners, as well as the Programme Operations and other MMI Programmes teams. This will involve working in cross collaboration with other key stakeholders and managing key work pieces in this area to ensure programme excellence and programme development needs are addressed.

- Manage and coordinate relevant and timely research to respond to programme issues and opportunities.
- Identify broader trends, issues, and opportunities across our programmes and proactively propose and lead upon ways to explore, understand, document, and highlight these accordingly.
- Lead and manage research work including the analysis of findings to promote learning and continuous improvement at a global programme level.
- Manage and oversee our approach to identifying, documenting, and disseminating learning in relation to good and promising practices across programme affiliate and partners.
- Ensure simplicity and strong stewardship are prominent in all programme activities.
- Proactively and reactively assess, gather, and share wider programmatic information.

## **Policy and Strategy**

- Working closely with the Programme Development Lead, manage and support the development of key policy documents to ensure ongoing programmatic development and excellence.
- Working in cross collaboration with other key stakeholders, work to evolve our school feeding approach, including through identification of good and promising practices and innovation
- Take a key role in refining the needs assessment process, including continually monitoring need, creating, and refining tools and processes and conducting specific country-level needs assessments
- As/when needed, support the wider Programme Development team to deliver across Impact and Learning and Grant related workpieces.

## **Representation & Collaboration across Mary's Meals**

- Work with the communications department, to ensure that programme data is accurate, and the development lens is being communicated effectively.
- Work with other stakeholders across MM as required, including National Affiliates, to represent and advise on areas relating to programme development in broader conversations across the organisation.

## **Additional information:**

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

## **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.
- 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.

## **Essential skills & experience required for this role:**

- Experience with quantitative and qualitative research design, implementation, and analysis, and/or of monitoring and evaluation, including working with various types of data.
- Experience with secondary research, including grey literature review and environmental scans, and of synthesising information and applying learnings.
- Experience of supporting, engaging, training and motivating staff remotely.
- Strong communication and interpersonal skills, with the ability to establish effective internal and external working relationships at all levels.
- Understanding of international development principles and the place of school feeding in development.
- A strong vocational attitude that shows competence, commitment, and contribution to the global movement.

- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Self-motivated and driven to deliver results.
- Solution focussed and the ability to think creatively.
- Excellent verbal and written communication skills.

### Qualifications:

- A degree in a relevant subject or equivalent level of professional experience

### 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> <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.