

<b>Directorate:</b>	Services
<b>Reporting to:</b>	Legal & Governance Manager
<b>Contract type:</b>	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 part of our Legal & Governance team, the role holder is responsible for providing administrative assistance to all members of the Legal & Governance team, including any volunteers to ensure strong legal governance is in place. With strong organisational and communication skills, the role holder will provide assistance on a broad range of work including contracts, due diligence, data protection, HR support, application of internal processes and knowledge management. The role holder will also work with the wider team to progress our policy management system in line with the Policy Approvals process. The role holder will thrive in a varied and dynamic, fast-paced environment.

### **Key responsibilities & activities:**

#### **Build Relationships**

- Build and foster relationships of trust with all members of staff within the Legal & Governance team.
- Deliver a quality service to all MMI, National Affiliates, volunteers and Board members.

#### **Knowledge Management**

- Develop (as required) and maintain all legal and governance databases and trackers including the policy register.
- Create and maintain know-how notes and file notes as necessary.
- Develop and maintain proforma documentation and templates where possible, for contracts, letters, policies, memos and other key legal resources for use by MMI and Affiliates as necessary.

#### **Internal Legal Communications**

- Review legal service provider updates and circulate anything of interest to the Legal & Governance team.
- Alongside the other Legal & Governance Administrator, draft and send out legal update emails to all relevant members of staff on specific topics relating to their roles/teams.

## Internal Systems

- Develop, implement and maintain logical and effective internal systems.
- Maintain the email storage folders for all legal emails, and manage the Legal inbox
- Maintain the legal SharePoint folders and hard copy documents as necessary.
- Seek purchase orders for all fees/invoices as directed.
- Maintain the Legal Calendar.
- Manage the Data Protection inbox.

## Policy Maintenance

- Send regular network-wide emails reminding colleagues of the policy register and requesting that all policies and procedures are forwarded to the Legal & Governance team.
- Assist with the annual review of global policies as required.
- In liaison with policy representatives from each directorate, consider all existing MMI policies and identify gaps/areas that require to be updated.
- Support policy representatives and the Legal & Governance Officer with updating and drafting MMI policies.
- Support with the review of policies applicable to Programme Affiliates as required.
- Advise on and seek approval, where appropriate, for new and updated policies in line with the Policy Approvals Process and progress the implementation of new and updated policies as required.

## Registration

- Support and assist the Legal & Governance team with drafting new and existing constitutional/governing documents and processes as required.
- Assist with setting up and registering new Mary's Meals entities and liaising with local counsel as required.

## Contracts & letters

- Carry out contract reviews from time to time under the supervision of more senior team members.
- Draft contractual letters and undertakings as directed.

## Trademarks

- Assist with all aspects of managing the global trademark portfolio.

## Additional information:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving departmental 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 and ensuring that all growth activities are undertaken in line with Mary's Meals Global Safeguarding standards.
- You may be required to travel to countries where Mary's Meals operates.

## Essential skills & experience required for this role:

- 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.
- 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.
- An ability to work with a large volume of lengthy documents with a keen eye for detail.
- A solutions-orientated person with strong personal integrity and experience of working with sensitive documentation.

## Desirable skills & experience required for this role:

- Proven ability to take a pro-active and innovative approach to solving legal problems, with a strong orientation to organisational needed.
- Experience of working in the charity/international development sector
- Proven ability to work independently and autonomously.
- Experience of working in different countries/cultures.
- Experience of working in a private practice law firm or within an in-house legal team.
- A Diploma in Legal Practice

## Qualifications:

- Law degree.

## 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></ul>

	<ul style="list-style-type: none"> <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 MAP process.