

**Department:** Governance & Risk  
**Reporting to:** Support Services Lead  
**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:

Provision of high quality personal and administrative assistance to the Chief Operations Officer, Chief Growth Officer and Chief People and Governance Officer and other members of the Executive Leadership Team (ELT), (including the Chief Executive Officer (CEO)), as required and to support and work closely with other leadership teams. Specifically responsible for attending meetings, taking minutes, managing follow-up actions, managing diaries and appointments, travel arrangements, event coordination, maintaining systems and processes, and undertaking specific projects as required.

## Key responsibilities & activities:

- Assessing ELT priorities and re-directing calls, enquiries and requests as necessary
- Managing the ELT diaries and appointments ensuring diaries are up to date, ensuring effective use of time and preparation of papers and information in advance
- Filtering incoming mail to the ELT: sorting, redirecting, and taking action as appropriate
- Providing word processing support and proof-reading letters, documents, and reports
- Dealing with emails, general correspondence, reports, minutes of meetings and forms
- Planning and organising meetings taking into account various time zones, ensuring there are agendas ahead of the meeting, attending meetings to take an accurate meeting notes, follow-up on any actions, arranging appointments, travel and functions
- Drafting emails and other correspondence on behalf of the ELT
- Receiving visitors for the ELT and providing hospitality at the office, or other location as required
- Carrying out background research and provide reports for ELT on various subjects,
- Liaising with staff, affiliates, partners and donors as required by the ELT
- Maintaining up-to-date and accessible filing systems for the ELT and filing documents, correspondence, reports, minutes etc. in the filing system, both on paper and on the computer network
- Coordinate and attend ELT meetings, taking minutes at the same time and preparing follow-up actions for circulation

- Coordinate and attend Board meetings for Programme Affiliates, and MMI Board meetings in the absence of the Support Services Lead, taking minutes and preparing follow-up actions for circulation
- Maintain Programme Affiliate online Resource Hub
- Attending sub-group meetings within each of the core pillars, including Senior Leadership Meetings, safeguarding committee meetings and other core committee meetings; taking minutes at the same and preparing follow-up actions
- Organising internal and external meetings and teleconferences, including booking venues, arranging accommodation, preparing agendas and meeting papers, disseminating meeting papers
- Organising and preparing complex travel itineraries and making all travel and accommodation arrangements necessary for the ELT and other key personnel such as senior leadership teams, as required.
- Processing expenses for ELT.
- Attending monthly ELT meetings in person in Glasgow.
- To provide all of the above support as required to the CEO, in the absence of the PA to the CEO and/or Support Services Lead.
- To devise and maintain office systems including data management and filing, and organise and store paperwork, documents and computer-based information and be involved in data management and security projects as required.
- To undertake projects from time to time on behalf of the ELT - examples include organisation of events.
- Be proactive in assisting ELT in activities or implement process to make more efficient use of their time.
- To manage own work allocation, productivity and quality of work with minimum supervision.

### **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.

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

- Discretion and understanding of confidentiality and data protection issues
- Strong secretarial, business, administration experience
- Experience of taking and writing minutes, summarising discussions and writing reports
- Excellent attention to detail and drive to produce high quality, accurate outputs
- Outgoing personality with excellent communication (both written and oral)
- Analytical ability and the capacity to think objectively and demonstrate sound judgement
- Intermediate level experience with Microsoft Word, Excel, Outlook and PowerPoint
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines
- Experience of handling a wide range of enquiries and an excellent telephone manner
- Accuracy and attention to detail
- Highest levels of personal integrity, honesty and reliability

## Qualifications:

- Minimum of Standard Grade/O'Level/GCSE English and Mathematics (or equivalent)

## 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.