



Recruitment Pack

Director of Programme Operations – Mary's Meals
International

mary's
meals

a simple solution
to world hunger



Our Vision

Mary's Meals' vision is that every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Working together with people who share our ideals, we believe that this vision can be achieved in this world where there is enough food for everyone.

Welcome from our CEO and Founder

Thank you for your interest in working with Mary's Meals International. I hope you will find this pack informative and useful in supporting your decision to apply to join our team of employees, which exists to serve a global movement of people who are united around a simple mission; the provision of a daily meal in a place of education for the world's poorest children.

This meal, cooked and served by local volunteers, meets the immediate need of the hungry child and, at the same time, plays a key role in encouraging them into the classroom where they gain an education that can set them free from poverty.

Today we serve over 2.6 million children each school day in 16 of the world's poorest countries. This global movement of ours is achieving something wonderful, each meal served is the product of lots of 'little acts of love' carried out by people across many countries who freely give their time, money, skills or prayers and it is through that, that our movement grows.

Our work is named after Mary, the mother of Jesus, and our values and culture are rooted in and shaped by a Christian spirituality. We feel that the way we do things is as important as the end results. Ours is also a universal mission involving people of all faiths and none across the world. Everyone is invited to join and provide their own unique contribution to this work.

With 67 million children out of school around the world and a further 73 million attending school so hungry they're not able to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary's Meals and with it, the lives of thousands of children across the world?

Good luck with your application.



A stylized, handwritten signature in dark ink, appearing to read 'mg'.

Magnus MacFarlane-Barrow
MMI CEO & Founder

Working at Mary's Meals

Our mission, vision, and values are at the very heart of everything we do, and this is more than a role, it's an extraordinary opportunity to play a part in changing the story for children in some of the world's poorest countries. You will be a true ambassador for our work and will demonstrate commitment to our movement, mission and vision.

We offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on professional and personal 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.



Director of Programme Operations

Directorate: Programmes
Reporting to: Chief Programmes Officer
Contract type: Permanent
Location: Remote role
Salary: GBP 62,355 + benefits

Our pay philosophy ensures consistency across locations and salaries. The starting salary for this opportunity plus benefits depends on location of the candidate. The salary above is for UK based candidates.

An expectation of a vocational approach has shaped our approach to compensation for senior roles within Mary's Meals International.

Benefits:

- Flexible working hours
- 34 days' annual leave (including public holidays) + 1 extra day per year up to 39 days.
- Non-contributory pension with employer contributions of 8% if UK based (8% payment in lieu of pension depending on the location of the candidate. Any pension contribution paid as part of salary will be subject to normal statutory deductions/ taxation)
- Life assurance
- Lifeworks Employee Assistance Programme



Role Purpose

The Director of Programme Operations provides strategic leadership to Mary's Meals' global programme delivery and logistics functions. This role is responsible for ensuring the effective and scalable implementation of our school feeding model, including the development and refinement of clear operational systems, processes, and tools that support quality, efficiency, and growth.

The postholder translates strategic goals into operational reality, ensuring Mary's Meals' programmes are resilient, aligned, and consistently delivering on our promise to the children we serve. As a member of the Programmes Leadership Team, this role contributes to cross-organisational strategy and leads transformational operational improvements that enable our vision to reach the next child waiting for a meal.



Key Responsibilities & Activities

Strategic Leadership

- Design and drive the global programme operations strategy and support in driving operational aspects of country strategies, aligned to the broader organisational vision.
- Lead strategic projects and initiatives that transform operational delivery across diverse programme contexts.
- Champion cross-functional alignment between programme delivery and other teams including development, finance, safeguarding, risk, legal, and digital teams.
- Translate strategic direction into measurable operational outcomes across Mary's Meals programme countries.
- Develop and oversee the Programme Operations annual and 3-year plans, and the annual budget, keeping simplicity and stewardship at the core of planning and budgeting, and take an active role in reviewing operational spend in our programme countries.

Programme Delivery Model and Systems

- Lead the continuous refinement and implementation of Mary's Meals' delivery model, including delivery, monitoring and effective use of data.
- Oversee the enhancement of global standards and SOPs across programme delivery and logistics.
- Oversee development and use of operational monitoring and evaluation systems and management dashboards.
- Ensure robust oversight of country programme delivery performance and alignment to strategic targets.

Key Responsibilities & Activities

Programme Excellence

- Drive efficiency and innovation in operational delivery to support programme scale and impact.
- Embed learning, quality improvement, and cost-effectiveness in all operational systems.
- Lead the team to ensure that in the face of operational challenges and emergencies, we are able to keep our promise of a daily meal to the extent possible, with a focus on proactive identification and contingency planning.
- Oversee global programme delivery and logistics, including food procurement, warehousing, fleet, and kitchen construction.
- Ensure effective contract management and supplier relationships in collaboration with Procurement.
- Ensure that Operational budgets in all programmes are aligned with our core values of simplicity and stewardship.
- Lead the team in capacity building across our programmes, to ensure we are able to scale efficiently with high quality programmes.
- Ensure the team is providing programmatic expertise and support to implementing partners to address audit findings.
- Ensure that safeguarding risks are identified and mitigated across all operational components of programme delivery.

Key Responsibilities & Activities

People Leadership

- Lead the Programme Operations team and co-lead the Programmes Extended Leadership team.
- Build a culture of accountability, collaboration and empowerment across Mary's Meals programme countries.
- Oversee the development, implementation and monitoring of efficient and agile operational plans to get results.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Role-model Mary's Meals' values and leadership behaviours, acting with integrity and optimism, and in the charity's best interest at all times.
- Work with a high degree of autonomy, subject matter expertise and technical competence.
- Lead, inspire and develop the global operations team, supporting a high-performing, values-driven culture.
- Build strong internal relationships with Country Directors, Heads of Programme, and support teams.
- Ensure effective reporting and communication of operational performance to the Programmes Leadership Team, Executive Leadership Team, and Board as needed.
- Work closely with HR to ensure capability development and succession planning in operations functions.

Key Responsibilities & Activities

Other

- To represent Mary's Meals externally as required, and appropriate, as a key member of Programmes Senior Leadership Team and the wider Mary's Meals organisation.
- To ensure the maintenance of excellent relations with all of Mary's Meals partners, supporters and stakeholders, as required.
- This role undertakes regulated work with children and you will be required to register with the Protected Vulnerable Group Scheme or local equivalent.
- In this role you will be required to travel to countries where Mary's Meals operates.

Additional information:

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

- Work within the framework of the Mary's Meals mission, vision and values.
- 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.

Essential Skills & Experience

- Extensive senior-level leadership experience in international programme operations and logistics.
- Proven experience leading cross-functional operational transformation.
- Demonstrated ability to design, implement, and improve global delivery models in complex environments.
- Strong analytical skills, including experience with data-driven decision making and dashboards.
- Skilled in managing change and building capacity in diverse teams and locations.
- Effective communicator with strong cross-cultural collaboration skills.

Desirable skills & Experience

- Knowledge of school feeding, humanitarian logistics, or similar sectors.
- Experience managing operations in emergency or fragile settings.
- Postgraduate qualification in a relevant discipline or equivalent experience.
- Strong understanding of safeguarding in international development settings, particularly in relation to child safeguarding.

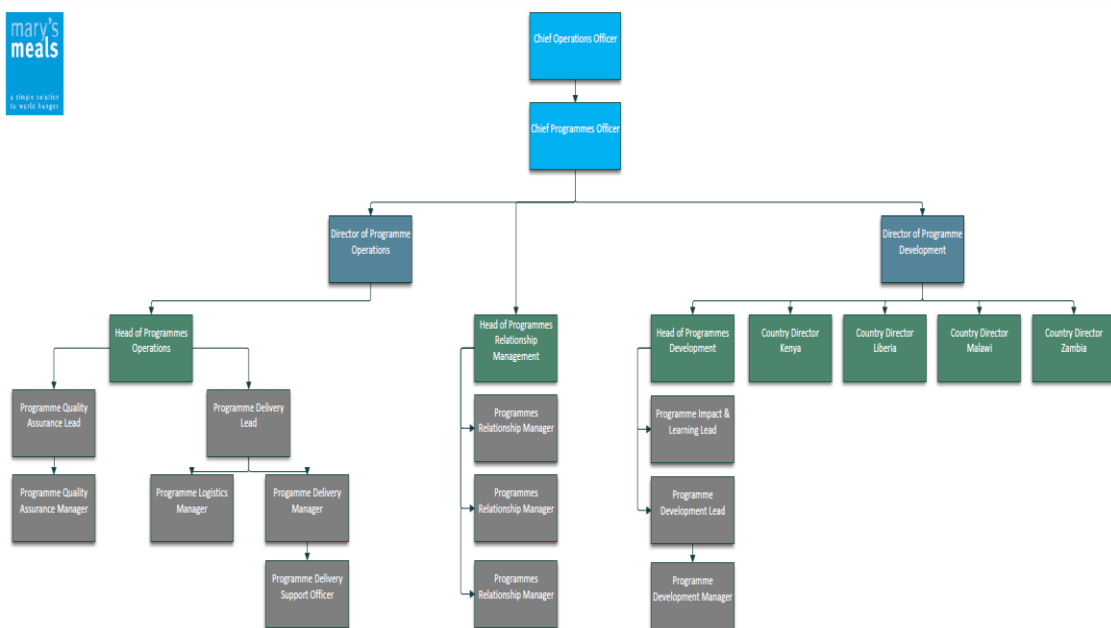
Qualifications:

- Relevant Degree qualification, with relevant post qualification experience.

Changes to your role:

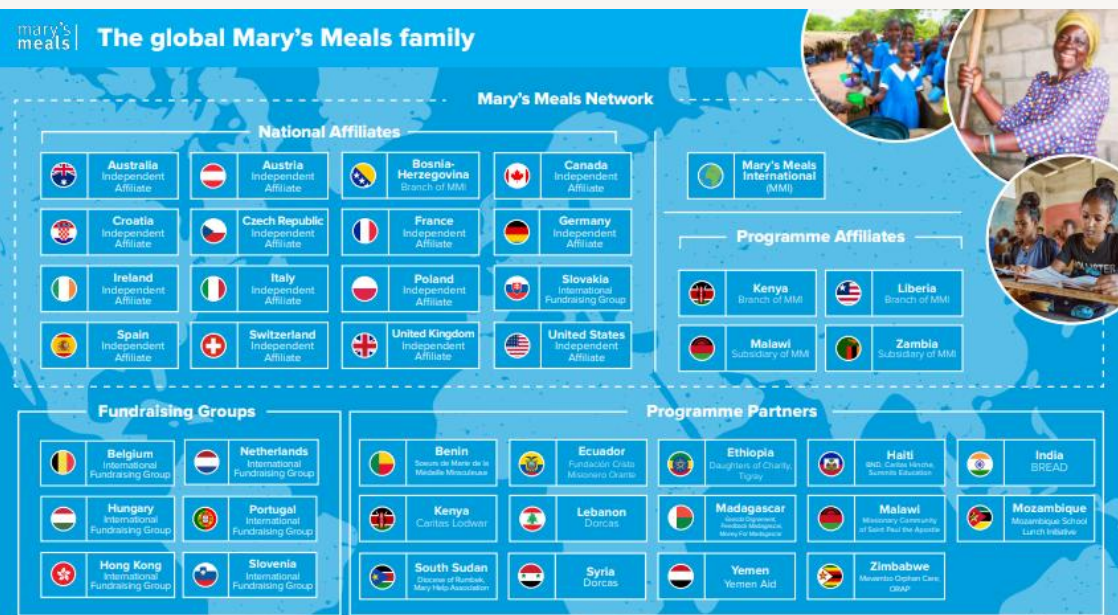
As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual MAP process.

Organisation Chart



Our Fundraising Network

Mary's Meals fundraise directly through the National Affiliate Network and International Fundraising Groups in 22 countries, as well as internationally through Mary's Meals International and our information centre in Medjugorje.



Where to find more information on our website

[Where we work](#)

[Our Impact](#)

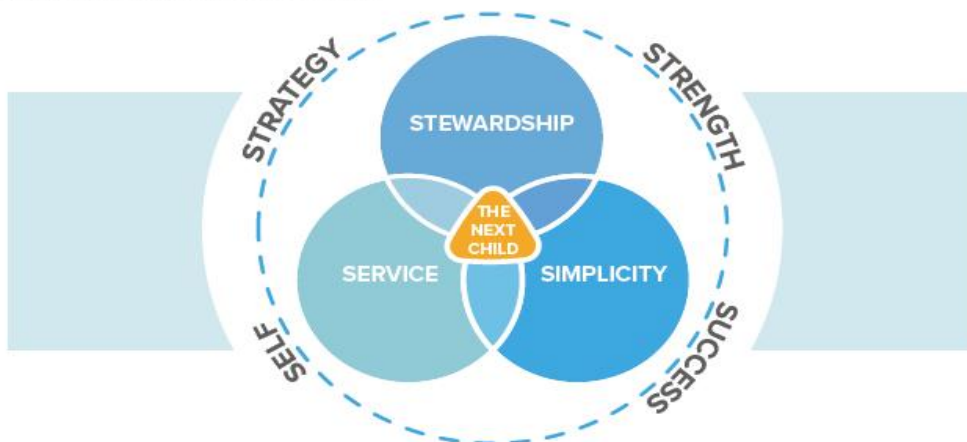
[Books & Films](#)

[Mary's Meals](#)

How we work

ASPIRATION INTO ACTION

Empowering our people to deliver on the promises we make is at the heart of our mission and is more crucial than ever if we're going to turn our aspiration into action. As our movement continues to grow we need to make sure we work harder than ever to: a) keep things **simple** b) remain completely committed to **serving** the children at the heart of our organisation and c) be terrific **stewards** of the gifts that are entrusted to us. These three elements of our unique culture will accelerate our journey and help us reach the next child sooner.



SIMPLICITY

We will remain focused on our core vision – that every child should receive a daily meal in school – and communicate the needs of the children we serve and the nature of our mission in a straightforward, open and transparent way.

SERVICE

We will approach our vision and mission in a spirit of deep vocation and humble service, seeking always to be faithful servants of hope, the global movement, and those little ones who eat Mary's Meals each day.

STEWARDSHIP

We will strive to be good stewards of every gift entrusted to us – treating each one with deep love, respect and gratitude – and build meaningful, long-term relationships with all those involved in our work.



Recruitment process

Our processes are informal and informative. We are keen to get to know more about you, your experience, your motivations and hopefully give you a clear picture of the opportunity and life here at Mary's Meals International.

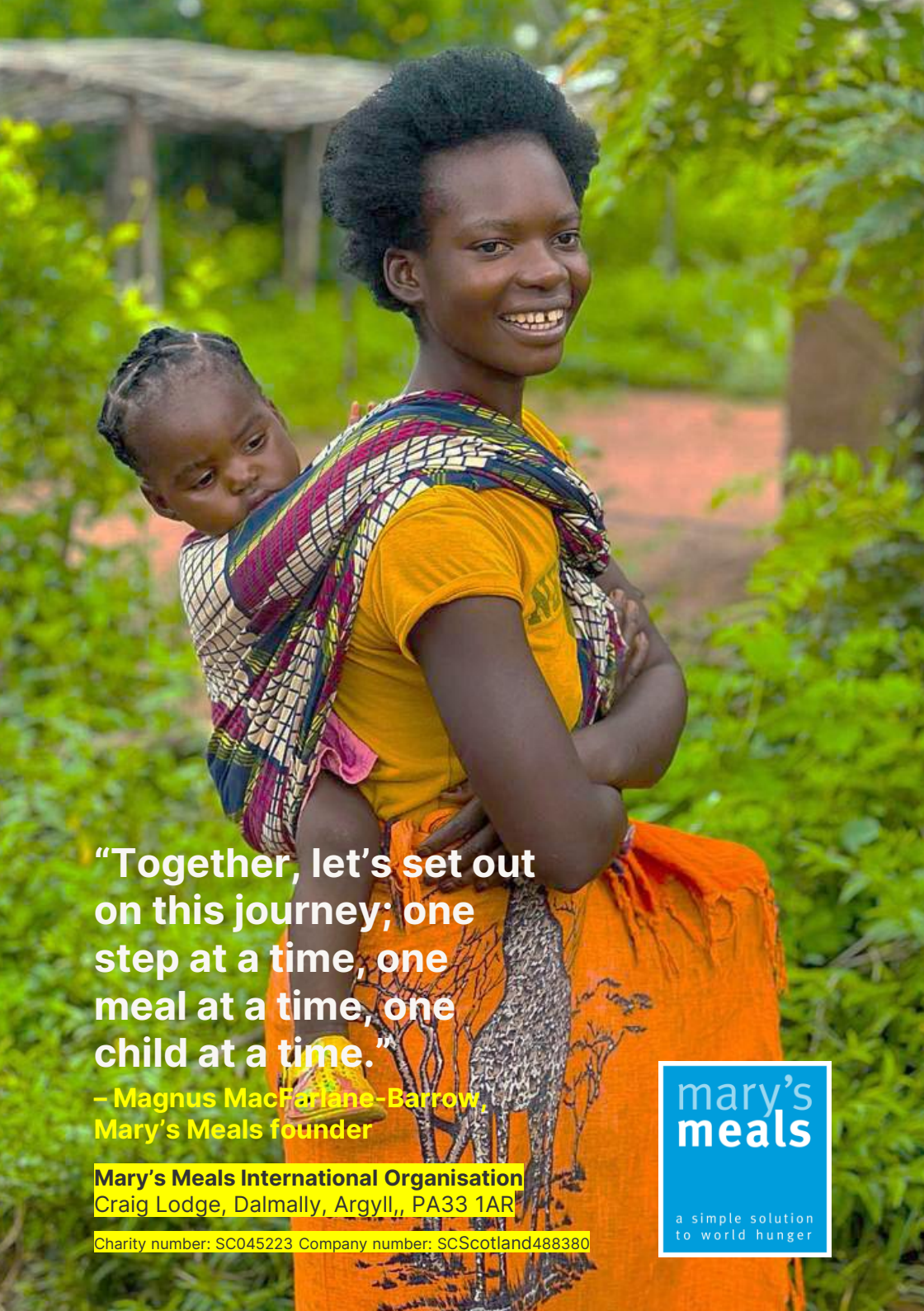
- Initial MS Teams call with Head of Recruitment
- Interview with Chief Programmes Officer & Chief Officer – People & Governance
- Final interview with Chief Programmes Officer & Chief Operations Officer

How to Apply for this Role

If you are inspired to join our movement and vision, if our mission and values resonate with you, we would love to hear from you. To apply please visit our Work With Us page, [Work with us](#) | [Mary's Meals](#)

Please include your CV and a succinct covering letter of no more than 1 page, sharing why this role would be a great fit for you and why you want to work for Mary's Meals International. For any enquiries or questions regarding the role or to discuss any adjustments to our recruitment process please email Leanne Gordon – Head of Recruitment at jobs.mmi@marysmeals.org





**“Together, let’s set out
on this journey; one
step at a time, one
meal at a time, one
child at a time.”**

**– Magnus MacFarlane-Barrow,
Mary’s Meals founder**

**Mary’s Meals International Organisation
Craig Lodge, Dalmally, Argyll,, PA33 1AR**

Charity number: SC045223 Company number: SCScotland488380

**mary’s
meals**

a simple solution
to world hunger