

Function/Team: People & Governance

Reporting to: Chief People & Governance Officer

Contract type: 12 month FTC (30 hours per week)

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 Director of Governance and Risk, you will lead the development and execution of risk management, legal and governance strategies. Serving as member of the People & Governance Leadership Team, and the Global Leadership Council you will play a key role in contributing to the development and implementation of wider organisational strategy.

You will provide senior leadership to risk identification and mitigation, and lead on all aspects of legal and regulatory risk & compliance. You will provide assurance that the risks the organisation is exposed to have been identified properly and are being managed effectively, and that legal & governance frameworks are developed and embedded to effectively support and protect the organisation.

This varied and challenging role will work to ensure that the Risk, Security, Audit, Legal and Support Services teams sustain and increase their already high standards of operational excellence and high-performance culture in support of the wider Mary's Meals movement.

Key responsibilities & activities:

Planning

- Ensuring risk management and governance strategies effectively underpin organisational plans and enable sound decision-making.
- Proactively identifying risk, legal and governance challenges and opportunities, and developing approaches to these.
- Advising on organisational and risk management performance as required.
- Contributing to delivery against the charity's strategic plan and to monitoring and reporting of progress against organisational goals and objectives.

Risk Management Assurance Leadership

- Develop and deliver a future assurance strategy that is calibrated to the strategic risks we face.
- Ensuring a culture of sound risk management and a joined-up approach to risk is embedded across the global organisation.
- Ensure the organisation's reporting and compliance requirements are identified and met.
- Strategic delivery of a comprehensive and risk-based programme of assurance work.

- Provide strategic oversight of organisational insurance arrangements, ensuring the maintenance of adequate coverage and appropriate balancing of risk versus stewardship.

Security Leadership

- Ensure there is a strategic and consistent approach to security arrangements for our locations, assets and people.
- Ensure the team is equipped to deliver a culture of prompt, responsive security and incident management.
- Strategic oversight of a crisis management framework, to ensure prompt responsive handling of any major security or risk incidents.

Legal & Governance Leadership

- Ensure the global organisation is provided with comprehensive legal support services, including advice on commercial contracts and management of legal liability.
- Ensure a strategic approach to the provision of legal advice for the global organisation, including solid management of external legal resources.
- Provide oversight of our global data protection compliance, ensuring that all policies are legally compliant, queries all promptly dealt with and potential breaches are thoroughly investigated and escalated as necessary.
- Ensure that the organisation has a robust and comprehensive overall policy framework.
- Provide strategic advice on emerging policy areas, to ensure that Mary's Meals is supported by an up-to-date policy suite.

Board, ELT and Corporate Governance

- Ensure the team have the required expertise to provide timely advice on corporate governance, and all aspects of legal and regulatory risk & compliance.
- Ensure Board governance standards are maintained, including oversight of trustee support and compliance with governance frameworks.
- Monitor delivery of global travel, executive support, and facilities management, ensuring policies, risk mitigation, and cost-efficiency are upheld, and the services underpin organisational effectiveness.
- Provide strategic oversight of all due diligence processes.
- Ensure that Company Secretarial support is delivered, including all regulatory filings and statutory records.
- Lead on the presentation of all risk, assurance and legal matters at the Finance, Risk and Audit Committee and the Board.

Leading and Managing

- Provide strategic support, leadership and direction to high performing teams.
- Shape the identification, definition and articulation of the key priorities and deliverables for the function, in the context of the overall People & Governance VTO and wider MM Strategic Plan.
- Oversee the delivery, monitoring and reporting of progress made against team and directorate strategies and plans.
- 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.
- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Oversee the development, implementation and monitoring of efficient and agile operational plans to get results.
- Role-model Mary's Meals' values and leadership behaviours, acting with integrity and optimism and in the charities best interest at all times.
- Work with a high degree of autonomy, subject matter expertise and technical competence.
- Work cross-organisationally to improve efficiency, decisively solve problems, innovate and work towards continuous improvement.
- Build and maintain effective relationships with internal and external stakeholders acting as an ambassador for Mary's Meals.
- Communicate concisely with clarity.

- Regularly represent your function at ELT and board meetings and at any internal and external fora with authority and credibility.

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:

- Extensive experience of working at a senior level in an INGO or in another relevant international commercial context
- Skills to operate effectively in a networked model and within a culturally-diverse context
- Proven ability to take a pro-active and innovative approach to solving complex problems, with a strong orientation to business needs and a willingness to take disciplined risks and demonstrate excellent judgement in delivering solutions
- Excellent verbal and written communication skills, including the ability to present complex information clearly and succinctly and to provide advice at the most senior level in a way that is authoritative and inspires confidence and trust
- A 'hands on' practical person who will work at every level to get the job done
- A credible person and an influencer known to get results and make an impact across all areas of a business at all levels
- An inspiring and empowering leader, with experience of building, leading and motivating multidisciplinary and diverse teams.
- Solution orientated and pragmatic with the ability to work with simplicity, prioritise tasks, develop clear plans and deliver results.
- Excellent stakeholder management skills, able to engage and influence at all levels of the organisation.
- A strong vocational attitude and commitment to Mary's Meal mission and vision.

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.