

Directorate:	Programmes
Reporting to:	Head of Programme Operations
Contract type:	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 and dignity of every person, respect the importance of family life, and are committed to being responsible stewards of the resources entrusted to us. In line with these values, Mary's Meals is fully committed to safeguarding and to creating an inclusive and welcoming environment. As an equal opportunity employer, we are committed to ensuring that all individuals are treated fairly and on merit, without discrimination of any kind.

Role purpose:

To provide technical oversight for the Logistics and Operations functions across Mary's Meals school feeding programmes. As part of the Programme Operations team, you will work with our Programme Affiliates and Programme Partners to ensure they have highly effective logistics systems and processes. This includes areas such as inventory, fleet, facilities and supplier management. At the same time, you will be involved in supporting their ongoing implementation. You will contribute to continuous improvement and efficiency projects and activities across our programmes, and support alignment to our school feeding model and programme operations strategy. Helping to ensure quality, stewardship and simplicity across our programmes is central to this role.

Key responsibilities & activities:

Work in a highly effective and collaborative manner with Programme Affiliate, Programme Partner, and MMI colleagues to support the organization in the following key areas:

Programmatic Excellence

- Review, optimize and implement our logistics policies, procedures and tools, and recognizing excellence and improvement opportunities.
- Manage monitoring and performance requirements for key areas such as fleet and stock management, facility management, and support supplier management activities where required.
- Ensure effective collection, validation, and analysis of monitoring and performance data across these key areas, driving learning and continuous improvement.
- Proactively contribute to programmatic planning, risk management, and reporting.
- Deliver capacity building to country logistics team and promote a strong culture of compliance and highly robust ethics.
- Working with the procurement team to ensure strong cohesion between MMI Procurement and MMI Logistics functions.

Fleet Management

- Ensure robust fleet management processes, procedures, and controls are in place and consistently applied, including vehicle utilisation, fuel management, spare parts, maintenance planning, and cost control.
- Ensure programme vehicles are adequately tracked and monitored through approved fleet management systems to support operational efficiency, asset protection, safeguarding, and security requirements.
- Monitor and analyze fleet performance, utilization, cost, compliance, and reliability, identify trends and recommend corrective actions and continuous process improvement where appropriate.
- Lead the implementation and continuous improvement of fleet road safety standards, including telematics oversight, driver compliance monitoring, incident review, safety awareness initiatives, and the promotion of a positive fleet safety culture.
- Act as contract manager for fleet management information systems, ensuring service delivery meets organisational requirements and delivers value for money.
- Act as contract manager for vehicle tracking and telematics solutions, ensuring effective system utilisation, reporting, support, and continuous development of fleet monitoring capabilities.
- Provide technical guidance and support to Programme Affiliates and Programme Partners on fleet management, road safety, compliance, and fleet-related systems and processes.
- Working with the Global Security team to ensure alignment of fleet management practices with organisational security standards and SOPs, including journey management, vehicle tracking, incident response, and fleet-related risk mitigation measures.

Supplier Management

- Provide logistics and supply chain technical support to Procurement and programme teams throughout supplier sourcing and tendering processes, including specification development, logistics requirements, supplier evaluations, and operational risk assessments.
- Support Programme Affiliate and Programme Partner teams in the operational aspects of contract implementation and supplier management, ensuring suppliers deliver in line with contractual requirements, agreed service levels, and organisational standards in alignment with the Supplier Partnership Framework
- Monitor supplier operational performance in collaboration with Procurement and in-country teams, identifying risks, trends, and opportunities for improvement, and supporting the implementation of corrective and preventive actions where required.
- Review supplier performance data and operational KPIs, recommending service improvements, process optimisation, and mitigation measures to enhance supply chain efficiency, reliability, and value for money.
- Build and maintain effective relationships with key suppliers and service providers, promoting collaboration, continuous improvement, and proactive resolution of operational challenges.
- Review international food quality, food safety, and testing standards, ensuring compliance by internal and external stakeholders and supporting continuous improvement in quality assurance practices.

Facility and Warehousing Management

- Liaise with country and affiliate teams to ensure effective facilities, warehousing and logistics operations.
- Provide oversight of warehouse performance, inventory management and distribution processes, ensuring compliance with organisational standards and procedures.
- Monitor third-party service providers and support continuous improvement, risk management, and operational efficiency initiatives.

Other

- Support the implementation of the Programme Operations strategy that aligns with the organisation's strategy and objectives
- Work closely with colleagues in Programmes and key support functions to ensure that knowledge is shared, and objectives are aligned

- Provide technical support in developing audit management actions and in ensuring timely and quality implementation.
- Support Programme colleagues with expansion planning and budget activities to ensure strategic objectives and deadlines are met

All MMI employee 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 whilst contributing to an inclusive and welcoming environment.
- 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.
- Demonstrate behaviours that promote a safe culture and raise any safeguarding concerns immediately.
- Uphold the principles of Simplicity, Service and Stewardship (3S), alongside the standards outlined in our Personal Conduct Policy, ensuring you act in a way that reflects our values and supports our mission.

Essential skills & experience required for this role:

Essential

- Robust relevant work experience in a logistics and/or operations position within an international organisation.
- Strong communication skills, and cultural sensitivity with an ability to work well with a wide range of people.
- Experience of logistics systems and processes, either through work experience or study.
- Experience of developing, monitoring, analyzing and reporting against agreed strategy.
- Strong MS Office and data analysis experience.
- Strong motivation to work for Mary's Meals and alignment with our organizational values.
- Strong organizational and time management skills and attention to detail.
- Proactive, flexible and results-driven approach.
- Ability to think critically, analyse complex information and supply practical and effective solutions.

Desirable

- Experience working in a fast-paced, growing environment.
- Experience of working in locations where Mary's Meals operates.
- Strong team leader, capable of managing a decentralised team.

Qualifications:

- Relevant Degree or equivalent experience
- Project Management Qualification (desirable)

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.