Recruitment Pack

Director of Programme Management

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 President & 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 3 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.

Magnus MacFarlane-Barrow
President & 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 Management

Reporting to: Chief Programmes Officer
Contract type: Permanent
Location: Remote role
Salary: GBP £64,266

Our pay philosophy ensures consistency across locations and salaries. For candidates based outside of the UK, your salary will be converted from GBP to your local currency at the current budget rate, which is then fixed for the duration of your employment.

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
- Wellbeing Solutions Assistance Programme

Role Purpose

The Director of Programme Management is responsible for leading the operational management, coordination and performance oversight of Mary's Meals programmes globally, ensuring strong delivery, effective governance, and alignment with organisational priorities across all Programmes

The role provides leadership and support to Country Directors and Programme Management teams, overseeing programme performance, operational planning, budgets, risks, grants coordination, and cross-functional delivery. Acting as a key interface between Programmes and other organisational functions, the postholder ensures effective collaboration across MMI to support high-quality programme delivery at scale and programmes role in growing the movement.

The postholder plays a key role in translating strategic priorities into operational implementation, while influencing organisational strategy through programme management insight, leading cross-cutting programme initiatives and ensuring complex programme management issues are coordinated effectively across the global movement.

Key Responsibilities & Activities

Programme Management

- Lead the management and performance oversight of Mary's Meals programmes globally, ensuring alignment with organisational strategy and priorities.
- Provide line management, leadership and support to Country Directors and the Programme Management team, fostering accountability, collaboration and high performance.
- Ensuring effective coordination, consistency and strong programme stewardship.
- across Programme Countries and Programme Affiliates,
- Lead programme planning and management processes, ensuring programmes achieve agreed objectives, outcomes and quality standards.
- Oversee programme budgets, financial planning and resource management, ensuring value for money and alignment with organisational priorities.
- Ensure programme risks and issues are identified, managed and escalated appropriately.
- Working with the CPO and PA CDs, ensure governance requirements are met in Affiliates

Cross-Functional Leadership & Coordination

- Act as a key coordination point between Programmes and other organisational functions, ensuring effective collaboration, communication and alignment.
- Act as a senior organisational leader, influencing cross-functional priorities, resource allocation, and organisational decision-making relating to programme management.
- Work closely with Growth teams on grants, donor engagement, partnerships, communications requests, and programme-related external engagement, ensuring programmatic reporting is timely and of high quality
- Ensure strong representation for Programmes on cross-organisational steering groups and initiatives, including Feed A School, Safeguarding, and other committees as identified.
- Partner with P&C teams on programme staffing, organisational structures, recruitment and succession planning, and workforce priorities across Programme Countries and Affiliates.
- Ensure safeguarding, audit, governance, compliance and risk requirements are effectively integrated across programmes.
- Ensure programme audit activities are prioritized, supporting implementation of recommendations and continuous improvement actions.
- Ensure clear and consistent communication of programme priorities, risks, operational updates and emerging issues across the organisation.

Key Responsibilities & Activities

Grants, Impact & Reporting

- Lead the programme interface for grants management, ensuring effective coordination between programme delivery and donor requirements.
- Ensure grant requirements and programme delivery models are aligned with longer-term organisational strategy and growth ambitions
- Oversee implementation of programme-related grant commitments, ensuring delivery expectations, reporting requirements and timelines are met.
- Ensure that the regular impact studies are conducted, reported on to meet grant requirements and there is learning activity linked to programme delivery.
- Ensure programme data, analysis and reporting support effective decision-making, accountability and organisational learning.
- Work collaboratively with Growth, Finance and the wider Programmes team to ensure alignment between grant requirements, programme delivery plans and organisational priorities.
- Oversee the development and implementation of impact measurement frameworks, indicators and reporting tools to assess programme effectiveness and to demonstrate our impact.
- Champion a culture of learning, reflection and knowledge sharing, ensuring insights and lessons learned inform strategic planning, programme design and future funding opportunities.

External Relationships

- Support Programme Countries and Affiliates in managing strategic external relationships and partnerships.
- Represent Mary's Meals externally in relevant meetings, forums and stakeholder engagements as required.
- Represent the organisation at senior levels to influence partnerships and programme opportunities

Programme Projects & Priorities

- Lead and coordinate cross-cutting programme management initiatives and operational projects, including organisational transitions, office moves, partnership developments, or structural changes.
- Ensure effective coordination of operational priorities and projects that involve multiple Programme Countries, Affiliates or organisational functions.
- Provide practical leadership and oversight on complex programme management issues requiring central coordination and change management.
- Lead large-scale programme transformation initiatives in line with organisational strategy and future growth

Key Responsibilities & Activities

Leadership & Organisational Contribution

- Build and lead a high-performing, collaborative and values-driven Programme Management culture.
- Lead, coach and develop Programme Management staff and support the ongoing development of Country Directors and programme teams.
- Role model Mary's Meals' values and leadership behaviours at all times.
- Contribute as a senior member of the Programmes leadership team, helping shape broader organisational direction and strategic priorities.
- Work closely with Programme Development, Programme Operations and other senior leaders to ensure strong alignment between strategy, programme management and operational delivery.
- Represent Programme Management in key organisational forums, including Executive Leadership Team discussions, Steering Committees, and Board engagement where required.
- Play a proactive role in shaping Programme strategy.

Other

- To represent Mary's Meals externally in forums and meetings as required, as a key member of programmes 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.
- As part of your role, you will be required to travel to countries where Mary's Meals programmes operate.

Leading & Managing

- As a leader at Mary's Meals, you are expected to consistently demonstrate the behaviours and standards set out in our Way We Lead framework, modelling these in your day-to-day actions, decision-making and interactions.
- Provide strategic support, leadership and direction to a high performing team.
- Oversee the delivery, monitoring and reporting of progress made against team and department 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.

Key Responsibilities & Activities

Leading & Managing cont.

- Role-model Mary's Meals values and leadership behaviours.
- Ensure MAP's and Development Conversations are in place for all direct reports.
- Ensure integration and collaboration between the different strands of the directorate.

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.
- 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

- Strong commitment to Mary's Meals vision, mission and values
- Significant strategic leadership experience in international development.
- Proven experience leading programme management and operational delivery across complex international programmes or multi-country portfolios.
- Experience leading and developing high-performing, multicultural teams.
- Strong experience managing cross-functional relationships and organisational priorities.
- Experience overseeing programme budgets, planning, risk management and performance.
- Experience managing donor- or grant-funded programmes and reporting requirements.
- Excellent communication, stakeholder management and problem-solving skills.
- Strong cultural awareness and experience working across diverse international contexts.
- Understanding of safeguarding, governance and compliance within international development programmes.

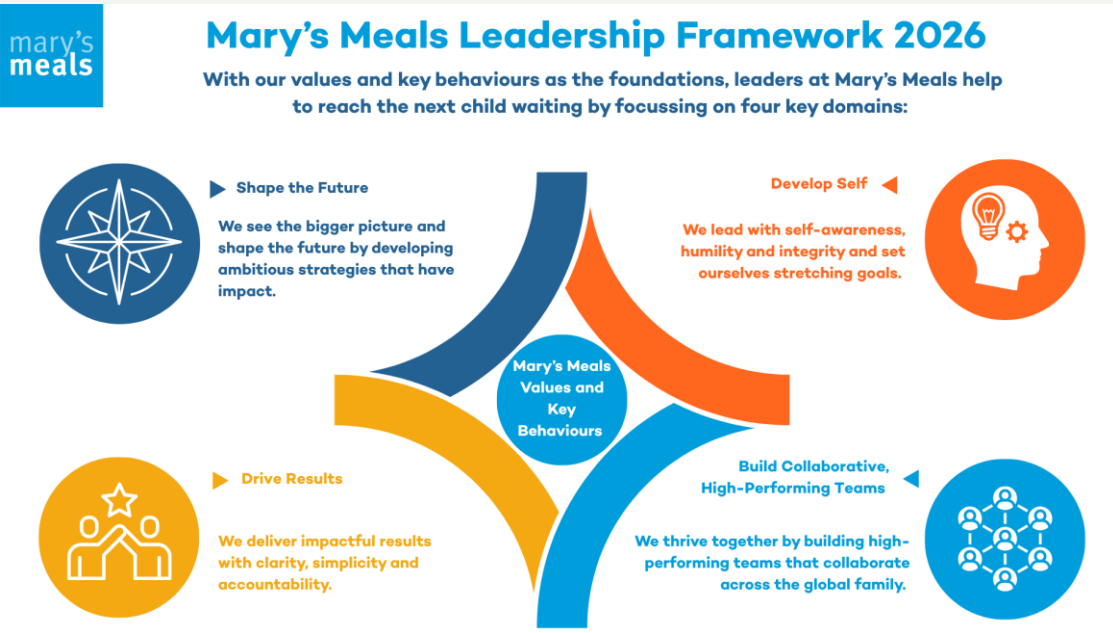
Desirable skills & experience required for this role:

- Experience working in or with governments and high-level stakeholders, particularly in strategic advocacy and/or policy influencing at the national or international level.
- Strong understanding of digital tools, data systems, or innovations in programme delivery and learning.
- Experience working with community-led initiatives.
- Familiarity with school feeding or similar sectoral approaches.
- Strong understanding of safeguarding in international contexts, particularly in relation to child safeguarding.

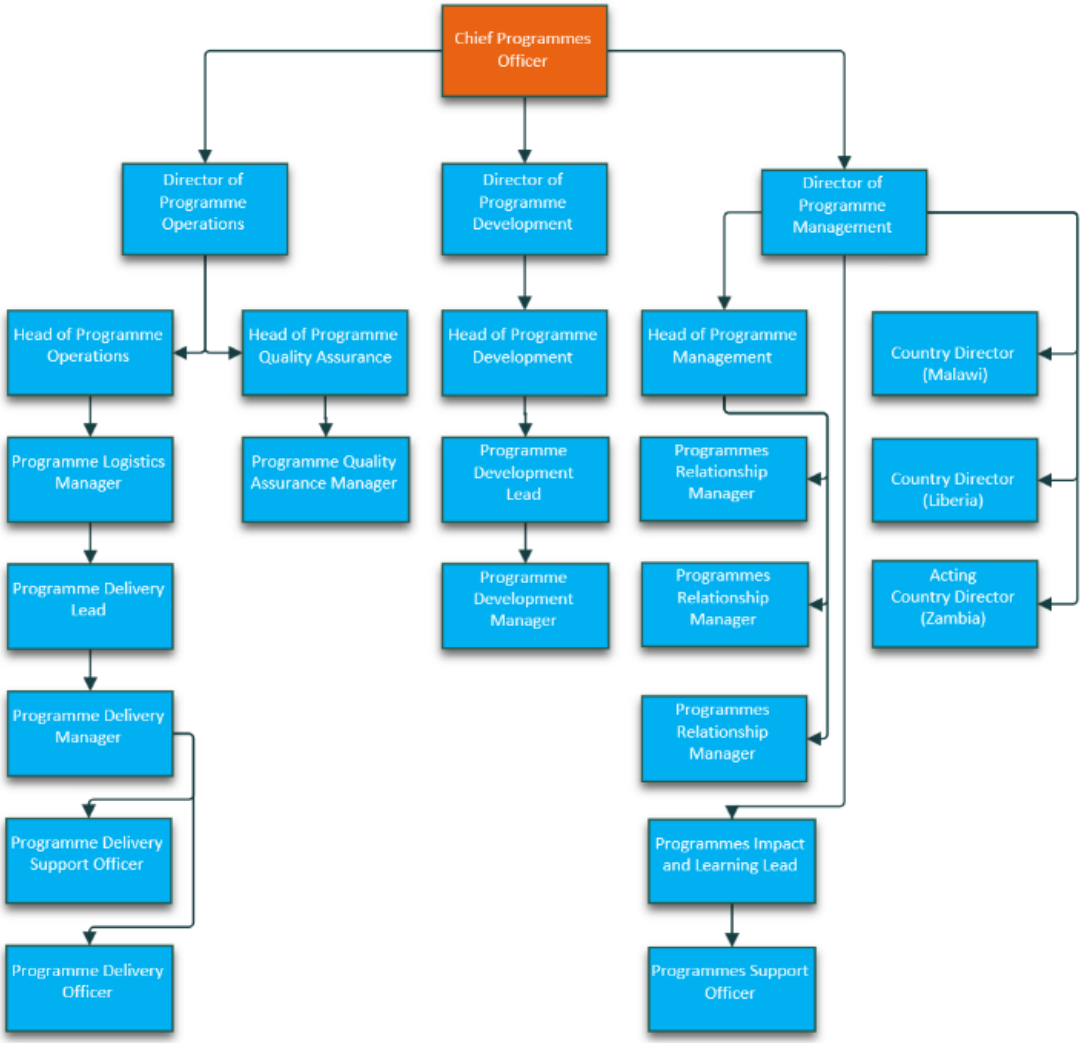
Qualifications:

- Degree qualification in Social Sciences or a related field, and a preference for a relevant post-graduate qualification.

Our Leadership Framework

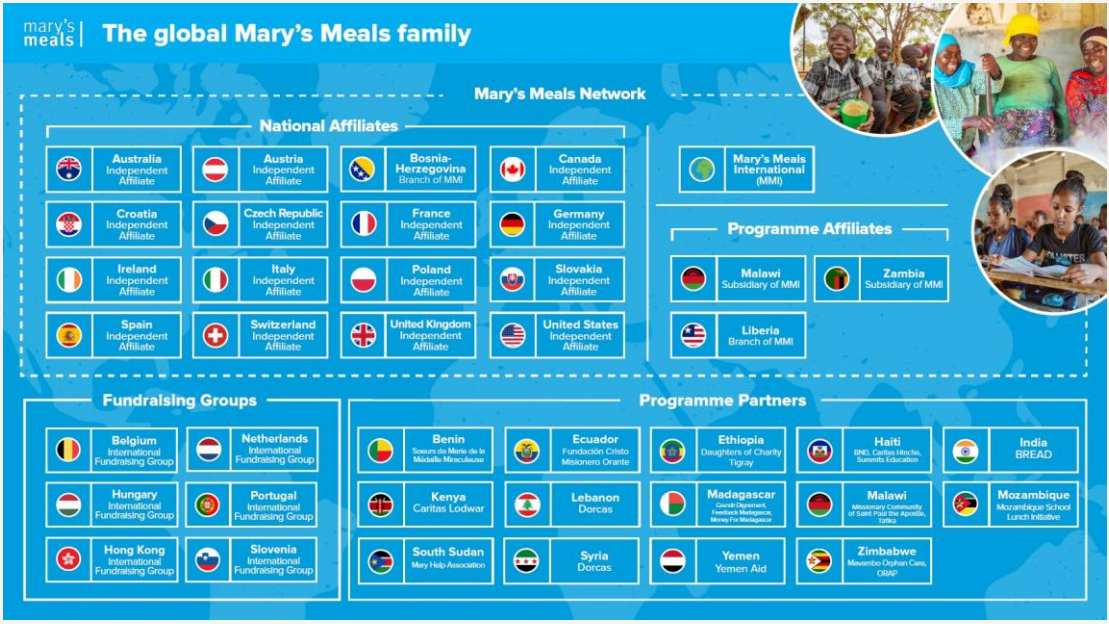


Organisational Chart



Our Network

Mary's Meals fundraises directly through the National Affiliate Network and International Fundraising Groups, 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

Strategic Plan 2026-2028

Recruitment process

Our processes are informal and informative. Designed to get to know you, your experience and motivations, while giving you a clear insight into the role and life at Mary's Meals International.

The recruitment process will include:

- Initial MS Teams call with Head of Recruitment – MMI.
- MS Teams interview with Chief Programmes Officer and Director of Programme Operations.
- MS Teams interview with Chief Programmes Officer and Chief Operations Officer.

How to Apply for this Role

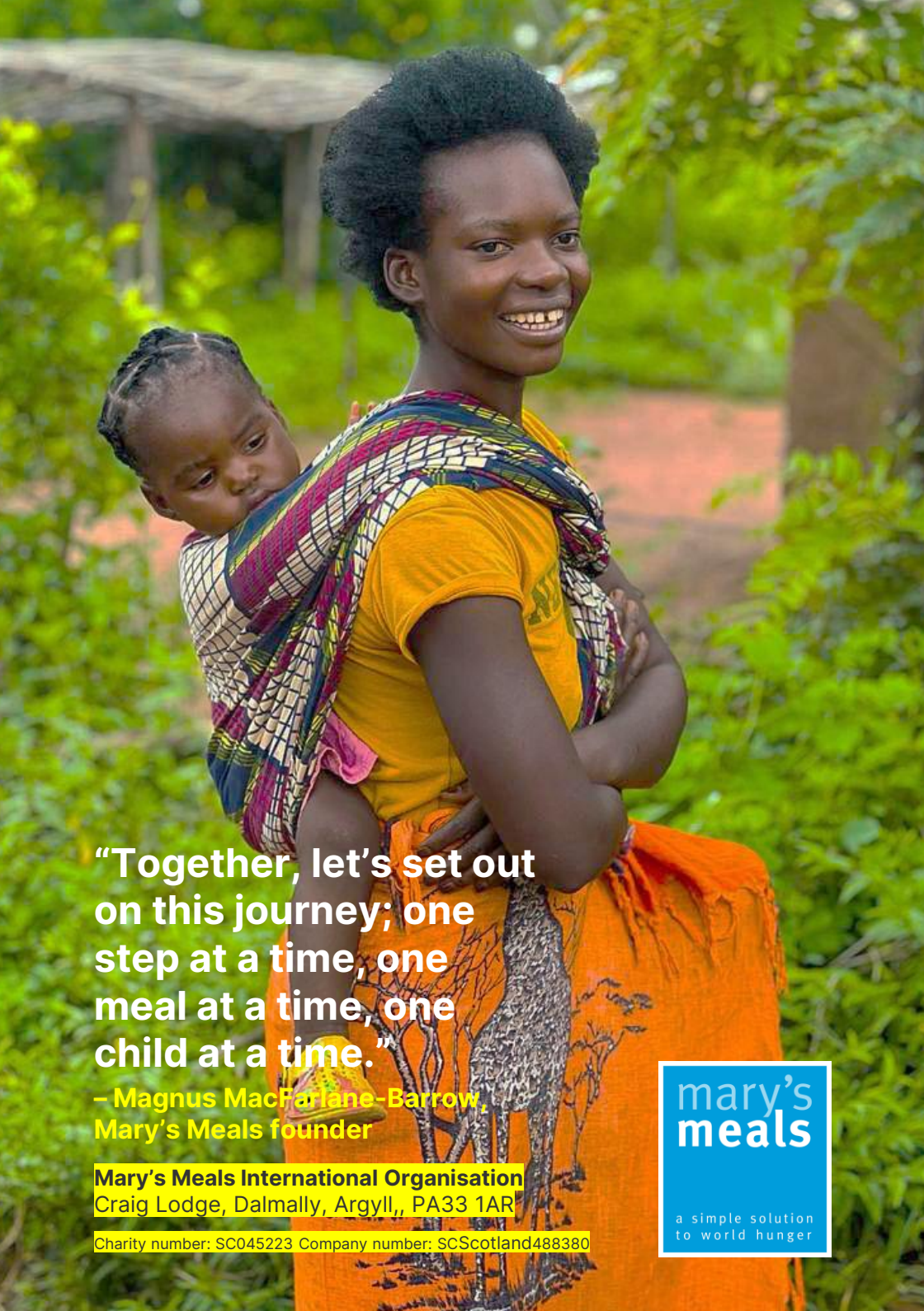
If you are inspired to join our movement and our mission and values resonate with you, we would love to hear from you. To apply please visit our Work With Us page, Work with us | Mary's Meals

Please click Apply and include your CV and a succinct covering letter, of no more than one A4 page, highlighting your motivations, suitability and outlining your participation in our mission.

Closing date: 25th October 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

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