

Directorate:	MMI Programmes
Reporting to:	Chief Programmes Officer
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 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:

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.

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

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.
- 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 required for this role:

- 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.
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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.