

**Function/Team:** Governance and Risk

**Reporting to:** Global Security Lead

**Location:** Remote

### Working at Mary's Meals:

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 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:

The Global Security Officer (GSO) plays a critical role in supporting the Global Security Lead (GSL) in strengthening security governance, oversight, and operational risk management across Mary's Meals' global operations. This role contributes to the implementation and continuous improvement of Mary's Meals' Security Management System (SMS), ensuring alignment with organisational policies and best practices across all levels.

The GSO will work closely with the Global Security Lead to enhance security risk management frameworks, policies, and procedures, ensuring effective oversight and coordination across Programme Affiliates and Programme Partners. Additionally, the GSO will engage directly with Country Security Managers (CSMs) and local security teams, providing technical support, guidance, and coordination to strengthen country-level security risk management.

The GSO holds a key function in three primary areas:

1. **Threat Assessment** – Conducting and contributing to ongoing risk analysis, monitoring security environments, and identifying emerging threats affecting Mary's Meals' operations. The GSO will provide timely security intelligence and recommendations to inform decision-making at both global and country levels.
2. **Security Travel Management** – Supporting staff travel risk mitigation through travel security planning, pre-travel briefings, journey tracking in significant and high-risk locations, and responding to security incidents involving staff movements. The GSO will work alongside CSMs to ensure journey management procedures are properly embedded in field operations.
3. **Incident Reporting & Logging** – Collecting, analysing, and maintaining security-related incident data from Programme Affiliates and Programme Partners, ensuring integration with the Risk and Assurance team. The GSO will support standardised reporting processes, track trends, and contribute to post-incident learning for continuous improvement of security risk management.

## Key responsibilities & activities:

### Security Management System

- Support the implementation of the Mary's Meals Security Management System (MMSMS).
- Assist in security training and awareness programmes, supporting capacity-building initiatives for security focal points and key personnel.
- Work closely with CSMs to enhance security practices and ensure compliance with security protocols.
- Contribute to the development and refinement of security policies, guidelines, and SOPs, ensuring alignment with best practices.
- Submit monthly Security Reports, detailing incidents, trends, and mitigation efforts.
- Support on any routine or ad hoc security-related tasks, as directed by the GSL.

### Threat Assessment & Analysis

- Conduct ongoing threat and risk assessments for locations where Mary's Meals operates.
- Monitor global and regional security environments, analysing emerging threats that could impact staff, programmes, and assets.
- Produce timely and actionable threat assessments and security context analysis reports to inform decision-making at both global and country levels.
- Support Country Security Managers (CSMs) in contextualising risk assessments for their respective locations.
- Maintain engagement with NGO security forums, research groups, and intelligence sources to enhance Mary's Meals' security awareness.

### Security Travel Management

- Oversee security travel planning and risk mitigation measures for Mary's Meals staff travelling to significant and high-risk locations.
- Assist in the development of security travel plans, ensuring risk-based decision-making for movements in complex environments.
- Deliver pre-travel security briefings to staff and visitors traveling to significant and high-risk areas.
- Track staff movements in significant and high-risk locations, ensuring real-time monitoring and support during travel.
- Respond to security-related travel incidents, escalating to the GSL and Incident Management Teams (IMTs) as required.

### Incident Reporting & Logging

- Act as the focal point for receiving and recording security-related incidents from Programme Affiliates and Programme Partners.
- Maintain and manage a structured security incident database, ensuring timely and accurate documentation of all reported security events.
- Collaborate with the Risk and Assurance team to support risk reporting and analysis.
- Contribute to post-incident reviews, ensuring lessons learned are integrated into improved security risk management strategies.
- Support trend analysis of security incidents and risks to guide mitigation efforts.
- Assist in security-related investigations, working alongside the Global Security Lead, Risk and Assurance team, and Country Security Managers to gather information, assess findings, and ensure appropriate follow-up actions are taken.

### Whistleblowing

- Regularly monitor, triage and respond to concerns of suspected wrongdoing that are raised through our whistleblowing routes.
- In support of the GSL, maintain adequate, sensitive and timely communication with whistleblowers throughout the whistleblowing process.
- In support of the GSL contribute to the timely investigations into genuine concerns, maintaining confidentiality throughout, and provide detailed investigation reports to relevant local and MMI staff for consideration.

- Maintain accurate, complete and up-to-date records of all concerns raised through our whistleblowing routes.
- In support of the GSL, raise local awareness and understanding of whistleblowing processes internally and externally.

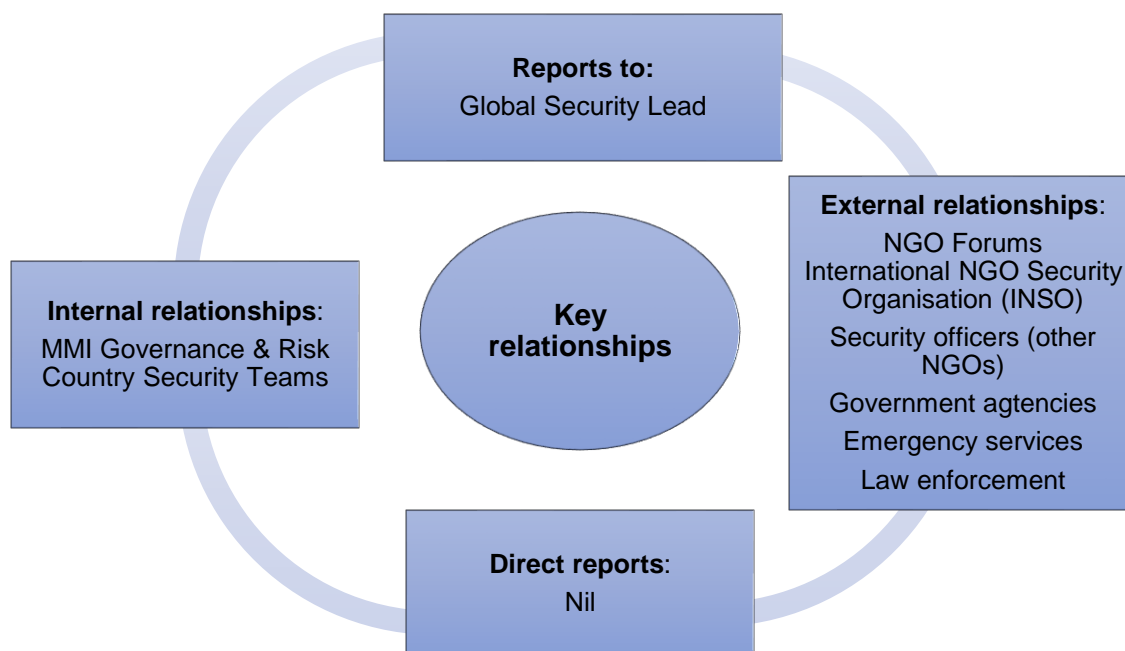
### All MMI employee are expected to undertake the following general duties:

- 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 MM 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.
- Understand and uphold the standards outlined in MM's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

### Additional information:

- Represent Mary's Meals in external partner interactions, ensuring alignment with Mary's Meals values.
- As part of your role, you may be required to travel to countries where Mary's Meals operates.

### Key Relationships:



### Essential skills & experience required for this role:

- Strong experience in security risk management, threat assessment, and travel security within an NGO, humanitarian, or international organisation.
- Ability to conduct security risk assessments, analyse threats, and provide clear risk mitigation recommendations.
- Experience managing incident reporting and logging, including trend analysis and post-incident reviews.
- Knowledge of international security networks, NGO security forums, and intelligence sources.
- Good standard of education up to degree level or equivalent relevant experience.
- Ability to deliver pre-travel briefings and journey risk management support.
- Experience delivering security training and capacity-building programs.
- Strong analytical skills and the ability to produce concise security reports.

- Excellent interpersonal and cross-cultural communication skills.
- Proven ability to work collaboratively across departments and with country-based security teams.
- Computer literate and familiar with Microsoft Office programmes
- Able to work effectively with people of different cultures and nationalities

### **Desirable skills & experience for this role:**

- Experience in humanitarian security management or working in complex operational environments.
- Familiarity with crisis response structures.
- Working knowledge of security technology, travel tracking systems, and open-source intelligence tools.
- Driving license
- Good demonstrable understanding of the charity sector in general and the values of Mary's Meals

### **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.