

Directorate:	Programme Affiliates and Partners
Reporting to:	Programmes Relationship Manager
Contract type:	12-month contract

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:

This role will provide effective programmatic and administrative support to Mary's Meals programme partners in a range of countries and contexts. Working with our Programmes Relationship Management Team, you will ensure our partner organisations have the appropriate support required to deliver highly effective school feeding programmes. You will contribute to a range of partner activities including budgeting, regular narrative and financial reporting, and governance and due diligence processes. You will develop trusted working relationships with programme partners and support with continuous programme improvements in alignment with our school feeding delivery model and our mission, vision and values.

You will work closely with the rest of the Programmes Relationship Management Team, the Programme Development and Operations Teams as well as other teams within the organisation as required. Alongside your core role of supporting our Programme Partners, you may also be required to support our Programme Affiliates on certain activities and projects.

Key responsibilities & activities:

Build highly effective, trusted relationships with partners

- Support and enhance strong, collaborative and well aligned relationships with programme partners.
- Hold and proactively manage relationships with assigned programme partners
- Ensure and enhance effective channels of communication with partners.
- Ensure partner commitment to our mission, vision and values.
- Support partner relationships with other key areas of the MM family
- Support partner to develop and implement appropriate internal and external governance and compliance requirements – including legal, financial, security and risk management and safeguarding.

Support strong delivery of our partner programmes

- Ensure our partner programmes are delivered in line with our School Feeding Approach and escalate appropriately any issues identified.
- Support and facilitate Programme Development and Operations in the introduction of any new tools, approaches or policies to programme partners and feedback to PDO any issues or challenges the partners' experience in the respective technical areas.

- Proactively analyse our programmes' strengths and weaknesses and connect partners with the appropriate internal subject matter experts to support continuous improvement and capacity building work.
- Support partners to plan, prepare for and implement any approved expansions within agreed timelines.

Coordinate regular activities and reporting

- Review annual partner budgets and any expansion budgets, ensuring alignment with programme partner strategy, collaborating with Finance and other service functions as required.
- Ensure cash transfers and food orders are processed in an accurate and timely manner.
- Prepare regular reporting templates; review submissions and resolve queries from other MMI teams.
- Support the Programme Development team with requirements for Communications content as well as grant and donor reporting.

Support the wider Programmes team

- Support Programme Development and Operations directorate in their work with partners. Both in development opportunities and operational enhancements.
- Support the delivery of agreed partner strategies in alignment with the organisation-wide strategy and objectives and the Programmes Partners strategy.
- Maintain working knowledge and insight of partner programmes outside own portfolio so team are able to provide consistent and continuous support.
- Contribute to internal projects and activities that further enhance our model and delivery.

Additional

- Support awareness raising activities for external use, funding proposals and reporting, and collecting and sharing information relating to supporters and fundraising, as needed.
- Support growth function activities.
- Administer requests for programmatic support that come into Mary's Meals.

All MMI employees are expected to undertake the following general duties:

- Work within the framework of 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.
- 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.

Essential skills & experience required for this role:

- Experience in developing collaborative relationships
- A degree in a relevant subject or experience in a similar role
- Cultural sensitivity - ability to work sensitively and cohesively with people of various countries, cultures, beliefs and backgrounds
- Experience working in a fast-paced environment with tight deadlines
- Understanding of the place of school feeding in international development
- Strong Microsoft Office skills – particularly excel
- Excellent communication and organisational skills
- A proactive, resourceful, motivated approach to work
- Strong report writing and presentation skills

Desirable skills & experience relevant to this role:

- Competency in French and/or other relevant languages
- Experience of developing and reviewing budgets

- Experience of developing, monitoring and reporting against agreed strategy
- Project coordination experience

Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

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.