

Directorate:	Governance & Risk
Reporting to:	Senior Legal Advisor
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 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 provides dedicated administrative support to the legal team. The Legal Administrator plays a key role in enabling the delivery of legal services by maintaining systems, managing communications, and supporting the legal team's operational effectiveness. The postholder will manage the legal inbox, calendar, and document filing systems, and assist with contract and policy administration, registration documentation, and legal training logistics. The role requires excellent organisational skills, attention to detail, and the ability to work collaboratively across teams and jurisdictions.

Key responsibilities & activities:

Knowledge Management

- Develop first draft (as required) and maintain all legal and governance databases and trackers including the policy register.
- Create and maintain know-how notes and file notes as necessary.
- Develop the first draft and maintain subsequent proforma/template documentation and templates where possible, for letters and other key legal correspondence as necessary.

Internal Legal Communications

- Review legal service provider updates and circulate anything of interest to the Legal & Governance team.
- Draft and send out legal update emails to all relevant members of staff on specific topics relating to their roles/teams.

Legal Systems & Communications

- Develop, implement and maintain logical and effective internal systems.
- Manage the legal inbox and the data protection inbox, ensuring queries in both inboxes are triaged and routed appropriately.
- Maintain the Legal Calendar, tracking key deadlines, meetings, and compliance milestones.
- Organise and maintain legal SharePoint folders and document archives including hardcopies, ensuring version control and accessibility.
- Carry out email filing and update storage systems for legal correspondence.

- Circulate legal updates and communications to relevant staff, in collaboration with the legal team.
- Seek purchase orders for all fees/invoices as directed and approved by the Head of Legal & Governance and liaise with the finance department to process them.

Policy Maintenance and Administration

- Send regular network-wide emails reminding colleagues of the policy register and requesting that all policies and procedures are forwarded to the Legal & Governance department.
- Support policy representatives and the Legal Advisor with updating and drafting MMI policies.
- Support with the administrative review of policies applicable to Programme Affiliates as required.
- Advise on and seek approval, where appropriate, for new and updated policies in line with the Policy Approvals Process and progress the implementation of new and updated policies as required.
- Track and maintain the policy register, ensuring updates are logged and communicated across the network.
- Liaise with policy representatives to support the annual review cycle and identify gaps or outdated policies.
- Assist with the implementation of new or revised policies in line with the Policy Approvals Process.

Registration & Entity Support

- Prepare registration documentation for new entities or deregistration processes, including liaison with local counsel where required.
- Support the legal team in maintaining records of governing documents and constitutional materials.

Contract & Document Management

- Carry out basic admin reviews in accordance with the legal department's SOPs from time to time and under the supervision of more senior team members.
- Draft letters and other correspondence as directed.
- Maintain the contract catalogue and central registry, ensuring contracts are logged, tracked, and stored correctly.
- Assist with the preparation and formatting of legal templates, letters, and standard documents.
- Support the filing and organisation of external counsel correspondence and legal documentation.

Legal Operations

- Assist with all administrative aspects of managing the global trademark portfolio.
- Coordinate logistics for legal training sessions and workshops, including scheduling, materials preparation, and communications.
- Maintain and update the Sway training site and other legal literacy resources.

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.
- 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:

- Skills to operate effectively in a networked model and within a culturally diverse context with a wide range of people in different countries and settings.
- Strong organisational and administrative skills, with experience managing high volumes of documentation.
- Ability to work independently and collaboratively in a fast-paced, international environment.

- High attention to detail and discretion when handling sensitive information.
- Experience working with SharePoint, document management systems, and Microsoft Office tools.
- Excellent verbal and written communication skills, including the ability to present detailed information clearly and succinctly.
- A 'hands on' practical person who will work at every level to get the job done.
- A solutions-orientated person with strong personal integrity and experience of working with sensitive documentation.

Desirable skills & experience required for this role:

- Proven ability to take a proactive and innovative approach to solving problems, with a strong orientation to organisational need.
- Experience of working in the charity/public/international development sector
- Experience of working in different countries/cultures.
- Familiarity with legal or compliance environments.
- Experience supporting high functioning teams or working in a law firm or in-house legal function.

Qualifications:

- Degree-level education or equivalent (law degree desirable but not essential).

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.