

Directorate:	Programmes
Reporting to:	Head of Programme Operations
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:

To provide technical oversight for the Logistics and Operations functions across Mary's Meals school feeding programmes. As part of the Mary's Meals International Programme Operations team, you will work with our Programme Affiliates and Programme Partners to ensure they have highly effective logistics systems and processes. This includes areas such as inventory, fleet, facilities and supplier management. You will contribute to continuous improvement and efficiency projects and activities across our programmes, and support alignment to our school feeding model and programme operations strategy, helping to ensure quality, stewardship and simplicity across our programmes.

Key responsibilities & activities:

Work in a highly effective and collaborative manner with our global logistics staff to support the Head of Programme Operations in the following key areas:

Programmatic Excellence

- Review, optimise and implement of our logistics policies, procedures and tools, recognising excellence and improvement opportunities.
- Manage monitoring and performance requirements for key areas such as fleet and stock management, facility management, and support supplier management activities where required.
- Ensure effective collection, validation and analysis of monitoring and performance data across these key areas, driving learning and continuous improvement.
- Proactively contribute to programmatic planning, risk management and reporting.
- Deliver capacity building to country logistics team and promote a strong culture of compliance and highly robust ethics.
- Lead on the preparation of monthly management reports that inform and evaluate the performance of logistics functions.
- Working with procurement team to ensure strong cohesion between our Procurement and our Logistics functions.

Fleet Management

- Ensure processes and procedures with adequate controls are in place (e.g. vehicle and fuel usage, spare parts, maintenance costs, etc.).
- Ensure our vehicles are adequately tracked both for operational and security purposes.
- Review fleet performances and suggest corrective action where appropriate.

Warehousing & Construction

- Ensure effective functioning of our warehouses and distribution process with emphasis on optimal stock level management and efficient distribution planning.
- Supporting global logistics staff in ensuring strong framework and processes to monitor performance (quality, cost, timeline) in construction contracts, such as kitchens.

Food Ordering

- Review historical supply trends and prepare forecast data for food ordering purposes.
- Coordinate cross-functional research initiative to reconcile significant variances and refine forecast and ordering processes.

Facility Management

- Ensure efficient and effective facilities management processes and procedures with adequate controls are in place.
- Ensure that agreed work by staff or contractors has been completed satisfactorily and follow-up on any deficiencies.
- Use performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement.

Supplier Management

- Manage supplier performance in collaboration with Procurement.
- Working with the Procurement team in particular and lead on the development of a long-term strategic overview of procurement activities, reflecting planned and possible expansions in our school feeding programme.

Other

- Support the implementation of the Programme Operations strategy that aligns with the organisation's strategy and objectives
- Work closely with colleagues in Programmes and key support functions to ensure that knowledge is shared, and objectives are aligned

Additional information:

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

Essential

- Robust relevant work experience in a logistics and/or operations position within an international organisation.
 - Strong communication skills, and cultural sensitivity with an ability to work well with a wide range of people.
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- Experience of logistics systems and processes, either through work experience or study.
- Experience of developing, monitoring, analysing and reporting against agreed strategy.
- Strong MS Office and data analysis experience.
- Strong motivation to work for Mary's Meals and alignment with our organisational values.
- Strong organisational skills and attention to detail.
- Proactive, flexible and results-driven approach.
- Ability to think critically, analyse complex information and supply practical and effective solutions.

Desirable

- Experience working in a fast-paced, growing environment.
- Experience of working in locations where Mary's Meals operates.
- Strong team leader, capable of managing a decentralised team.

Qualifications:

- Relevant Degree or equivalent experience
- Project Management Qualification (desirable)

Mary's Meals 7S Leadership Competencies:

As a leader within 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 develop strategy and translate it into action

Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for 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 PDR process.