

**Function/Team:** People and Culture

**Reporting to:** L&D Lead

**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:**

- Support the Learning and Development Lead to deliver on the L&D strategy for Mary's Meals International, by designing, developing and delivering a range of learning interventions that align with the Mary's Meals strategic aims.
- Scope, design, deliver and evaluate a range of L&D initiatives from e-learning to virtual workshops and co-ordinate employee, management and leadership development programmes.
- Be a key L&D contact for Mary's Meals International, advising and guiding staff on all matters of L&D from personal development opportunities to use of the organisation's LMS.
- Help to develop and support a learning culture through the promotion of learning events, liaison with stakeholders and managers, and the design and delivery of new and engaging learning solutions.

### **Key responsibilities & activities:**

#### **Design and delivery:**

- Collaborate with stakeholders across the charity to scope and define learning outcomes.
- Determine the best methodologies for delivery (e.g. e-learning, face-to-face or virtual workshops, user generated content etc.) and design online, blended or face-to-face learning resources.
- Work with subject matter experts to design learning materials that are of consistently high quality and meet the agreed learning outcomes for individuals, teams and the organisation.
- Facilitate learning events that are inspiring and aligned to the values of Mary's Meals strategic aims.
- Source internal and external resources to meet learning needs and budget as required.

## **Digital learning:**

- Lead on the creation of digital learning assets, such as e-learning modules and videos, using our existing digital learning tools
- Identify and promote opportunities for creating digital and social learning solutions that are accessible and inclusive across the global family of Mary's Meals
- Help to advise the Global L&D team on how to storyboard and design engaging online content
- Explore options for delivering new ways to engage learners through innovative and creative digital solutions, such as micro-learning
- Be open to embracing and learning new digital learning tools and systems and help to scope the implementation of these
- Provide instruction on online learning tools and resources, including the Learning Management System (LMS).
- Serve as a point of contact for team members on the use of online learning tools; troubleshooting and liaising with providers where needed.
- Work closely with the People and Culture team to continually advance the infrastructure and reporting capabilities

## **Evaluation and reporting:**

- Provide and monitor appropriate mandatory training to staff across Mary's Meals International
- Evaluate learning interventions to ensure their impact is measured and cost effective
- Make recommendations for improvements based on evaluation outcomes and support the continuous improvement of the L&D offer
- Monitor and analyse training activity and produce quarterly and ad hoc reports as required
- Work with the L&D Lead to help monitor training budgets

## **Co-ordination and administration:**

- Plan and co-ordinate L&D programmes and initiatives, sending timely and accurate communication
- Support with the administration of training programmes and events as needed
- Carry out regular upkeep of the Learning Management System and other LMS administration tasks
- Promote learning initiatives across the charity and ensure visibility of these opportunities
- Keep up to date with the latest Learning and Development trends

## **Additional information:**

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving departmental 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.
- 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.
- You may occasionally be required to travel to countries where Mary's Meals operates.

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

- At least 3 years' experience working within a similar Learning and Development environment with experience in all stages of the learning cycle.
- Experience of coordinating, designing, delivering and evaluating high-quality and engaging online and blended training programmes.
- Proven experience in the design and development of e-learning, using a self-authoring tool to create engaging and accessible learning solutions.
- Good facilitation skills, with experience of delivering workshops in a virtual environment.
- Willingness and ability to learn new digital tools and systems.
- Experience of coordinating and organising training programmes.
  
- Demonstrate up-to-date knowledge of adult learning theories, learning styles and adapting learning for different audiences.

- Excellent communication and influencing skills, with proven ability to build relationships with stakeholders.
- A creative and innovative thinker.
- Highly organised and able to prioritise and manage own workload.
- Ability to work collaboratively and mentor global colleagues as needed.

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

- Experience of using Adapt, the self-authoring e-learning tool
  - Previous experience working with a Learning Management System
  - Experience of designing and creating training videos
  - Experience of delivering training in a not-for-profit and/or a global organization
  - A learning and development qualification, such as CIPD or similar.
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## Mary's Meals 7S Competencies:

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

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

## 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.