

<b>Directorate:</b>	Services
<b>Reporting to:</b>	Head of Risk & Assurance
<b>Contract type:</b>	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:**

The Global Security & Risk Lead plays a pivotal role in safeguarding our people, assets and resources through leading on our global security arrangements and incident responses. The role will coordinate and provide day-to-day oversight of our arrangements.

Building on our existing framework of security processes, the Lead will guide our programme-based Security & Risk Managers (SARMs) to maintain and enhance security arrangements in our offices and in the field. They will also ensure Mary's Meals responds promptly and effectively to emerging security risks and incidents (including crises), either through providing timely and considered advice to staff or leading on investigations.

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

#### **Security & Risk Management**

- Ensure we have a comprehensive suite of security and risk standard operating procedures (SOPs) in place for MMI and our programmes, developing new processes and refining existing procedures as required.
- Guide our local SARMs on the security measures necessary to safeguard our people and assets within our offices and in the field.
- Take the lead on Mary's Meals initiatives and projects requiring a security and risk perspective on proposed activities.
- Direct and oversee local SARM site and equipment inspections to ensure appropriate security measures are in place and fully operational.
- Drive and support the completion of security risk assessments over new locations or activities.
- Identify and develop solutions to address knowledge or compliance gaps to ensure that SOPs are adhered to and other security risks are managed.
- Complete security and risk inspection visits of our programmes and document any findings arising.
- Engage with and hold to account local SARMs for the effective and timely implementation of security and risk improvement actions.

## Incident Management

- Maintain, review and refine our processes for responding, tracking and reporting of security and risk incidents for MMI, our affiliates and our programme partners.
- With the support of the Head of Risk & Assurance, guide local staff on our response to emerging incidents to ensure they are handled promptly, effectively and consistently.
- Monitor and hold local SARMs to account for the timely action and closure of incidents.
- Escalate emerging incidents to the Head of Risk & Assurance as appropriate and to other staff as agreed.
- Prepare incident reporting for SLT, the Board and external third parties such as institutional donors as required.
- Identify and develop solutions to address knowledge and compliance gaps related to our incident management processes.
- Coordinate and drive the collation of wider external security and risk issues by staff to extend our understanding of the local security landscape and facilitate proactive action by Mary's Meals as required.

## Crisis Management

- Lead on the development and maintenance of comprehensive Disaster and Crisis Management Plans (DCMP) for MMI and our programme affiliates.
- Support the performance of local Crisis Management Teams through ad hoc guidance and participation in sessions.
- Create and facilitate a regular testing programme of local DCMPs to ensure the plans are effective and staff are adequately prepared to handle a live crisis.
- Identify and develop solutions to address knowledge and compliance gaps related to crisis management.

## Whistleblowing & Investigations

- Act as a whistleblowing contact for MMI through regularly monitoring, triaging, and responding to concerns of suspected wrongdoing that are raised through our whistleblowing routes.
- Lead on and deliver thorough and timely investigations as directed into genuine concerns, maintaining confidentiality throughout, and provide detailed investigation reports to relevant senior staff for consideration.
- Maintain accurate, complete and up-to-date records of all concerns raised through our whistleblowing routes.
- Support the Head of Risk & Assurance in raising awareness and understanding of whistleblowing processes (both internally and externally).
- Provide secondary oversight of programme-based whistleblowing routes to ensure all concerns are responded to efficiently and recorded appropriately.
- Conduct investigations as required into other security & risk events to establish the circumstances involved and lessons that can be learned.

## Other

- Support the Head of Risk & Assurance on strategy development, annual planning and implementation of objectives agreed to improve the areas within the Lead's remit.
- Any other ad hoc duties as required.

## All MMI employees 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.
- 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.

### Additional information:

- As part of your role, you will be required to travel to countries where Mary's Meals operates. Travel requirements will vary but may be up to 5 trips per year.
- The role will predominantly focus on MMI and our Programme Affiliates but may also provide support related to our Programme Partners and National Affiliates.

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

- 3 years' minimum experience in a security role
- Experience of advising on security protocols and equipment for both office and field environments, with the flexibility to adapt their advice based on local needs and resources.
- Experience of guiding effective crisis and incident management.
- An analytical thinker with the capacity to think objectively and demonstrate sound judgement.
- An experienced investigator capable of delivering methodical and timely investigations.
- Excellent attention to detail and drive to produce high quality, accurate reporting.
- A strong relationships builder and influencer with excellent communication skills.
- Experience of educating staff on security requirements, whether through running face-to-face training sessions or developing clear and concise guidance.
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.

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

- Good demonstrable understanding of the charity sector and the school feeding model at Mary's Meals.
- Experience of working in different countries/cultures.

### Qualifications:

- Professional qualification in security management or related topics (e.g. crisis management, investigations, defensive driving, first aid, etc.).

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### 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.

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