

**Department:** Services  
**Reporting to:** Chief Services Officer  
**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:**

The Head of Procurement is responsible for leading and coordinating the approach to procurement across Mary's Meals International, both in the UK and in programme and partner countries.

The postholder will play a critical role in a variety of different procurement exercises, with a particular focus on close collaboration with the Head of Food Systems within the Programmes group, as we develop our future approach to sourcing quality food across our global programmes.

Reflecting our commitment to good stewardship of funds entrusted to us, the Head of Procurement will be key in ensuring that our policies and processes are adhered to and that these are kept up to date with current and future good practice guidance for the sector.

The Head of Procurement will work with the Procurement Manager to provide senior leaders in MMI with a summarised view of our procurement plans and will be responsible for producing clear metrics that enable effective monitoring of a range of procurement activity.

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

- Develop a longer-term strategic overview of procurement activities, reflecting planned and possible expansions in our school feeding programmes.
- Working closely with colleagues in the Programmes team, identify, develop and implement flexible approaches to procurement that support our future food sourcing strategy.
- Develop and monitor progress against a global procurement plan, spanning all activities for the year, across all parts of the organisation.
- Ensure that our procurement procedures, processes and guidance documentation are fit for purpose and, where necessary, further develop these to ensure compliance with policy, legislation and best practice for the charitable sector.
- Provide effective leadership for the Procurement team in MMI and across the Programme Affiliates and link effectively with other senior colleagues across the Services group.
- Develop and maintain accurate, regular and appropriate communications around procurement activities to ensure stakeholders and suppliers have access to the information needed to engage effectively with Mary's Meals.

- Manage the overall provision of high-quality procurement advice as part of the business planning process to ensure all leaders are effectively briefed and understand the financial and operational implications of our global procurement activity.
- Consider optimum buying practices and supplier spend to ensure compliance with Mary's Meals' procurement policies and our overall commitment to good stewardship of funds.
- Develop, maintain and analyse systems in order to report on procurement spend and profiles across the organisation.
- Identify opportunities to achieve cost efficiencies and savings on all contracts through, for example, sourcing collaborative contracts or consolidating spend.
- Resolve escalated issues by communicating with relevant stakeholders in order to achieve appropriate solutions.
- Liaise with the Legal team to ensure that appropriate contracts are put in place for all procurements.
- Work with the Legal team to develop robust contract management tools that allow us to monitor supplier performance, over the lifespan of a contract.

#### **Other**

- To represent Mary's Meals externally as required, as a key senior member of the Services team and the wider Mary's Meals organisation.
- To ensure the maintenance of excellent relations with all of Mary's Meals partners, suppliers and stakeholders, as required.
- You will be required to travel to locations in which Mary's Meals programmes operate.

#### **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.

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

- Robust experience of leading a procurement function with a complex global organisation.
- Proven experience of successfully developing and executing best practice procurement strategy to support overarching strategic aims.
- Strong leadership skills, with experience of coaching and developing high-performing teams and individuals.
- Strategic thinker with experience of developing and delivering strategy in a complex environment.
- Proven ability to identify and drive to a goal and focused on delivering objectives while consistently demonstrating our values.
- Strong communication and interpersonal skills, with ability to establish effective working relationships at all levels.
- Proven analytical and conceptual skills, with ability to extrapolate easily understood messages and reports from complex ideas.
- Solutions-oriented, with ability to prioritise tasks and develop clear plans that deliver practical, value-add results.
- Ability to see stakeholders and priorities clearly; strongly aligned to our vision, mission, values and school feeding model.
- Strong cultural sensitivity, with an ability to work well with a wide range of people in many different contexts.

#### **Qualifications:**

- CIPS Diploma or MCIPS.

## 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.