

<b>Directorate:</b>	Programmes
<b>Reporting to:</b>	Director of Programmes
<b>Contract type:</b>	2 Year Fixed term

## 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:

Reporting to the MMI Director of Programme Affiliates & Partners and with a dotted line to the MMI Director of Programme Development & Operations, the role has overall strategic and operational responsibility for the Mary's Meals programme in Kenya and ensuring strong safeguarding culture is embedded across the programme.

Responsible and accountable for the development and operational success of the school feeding programme, ensuring the Mary's Meals school feeding model is consistently delivered to exceptional standards. Develops and leads the Kenya senior leadership team of staff. The Country Director plays the leading role in representing the organisation in Kenya.

As a senior programmes leader within the organisation the role holder will also provide leadership, and contribute towards, our wider organisational objectives.

## Key responsibilities & activities:

### Leadership

- To provide highly respected effective, dynamic and inspirational leadership and oversight of the Mary's Meals programme in Kenya.
- Oversee the delivery, monitoring and reporting of progress made against team and the Kenya Programme strategies and plans.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Role-model Mary's Meals values and leadership behaviours.
- Responsible and accountable for effective and efficient delivery of our school feeding programme in Kenya, in line with organisational values, policies and standards.
- Communicate and drive the high leadership standards expected throughout the Kenya team and model and demonstrate these through personal practice and behaviour.
- Develop and lead a strong collaborative senior leadership team, ensuring they work closely and openly with their MMI functional heads.

- To demonstrate, champion and embed deep team collaboration, robust ethics, and alignment across own team, and with all global functions, to achieve strategy and objectives.
- To develop strong, trusted local trustee board relationships, and ensure they are fully supported and informed on the relevant elements of the Kenya programme and wider global programmes activities.
- To build a strong external interface by securing and nurturing highly functioning and productive relationships with strategic stakeholders and partners in Kenya and other locations, as necessary.

## **Governance**

- Ensure that robust systems of internal control to ensure good stewardship of Mary's Meals' resources, both financial and non-financial are in place and adhered to.
- Ensure Mary's Meals Kenya is accredited and compliant with all legal requirements, in cooperation with the appropriate line Ministries.

## **Strategy and Planning**

- Develop, maintain and implement multiyear Kenya country level strategies that align to Mary's Meals and Programmes team global strategic priorities and objectives.
- To ensure that the Kenya team develops, implements, and monitors annual plans and budgets in consultation with the relevant functions in MMI.
- To identify, support and deliver other key strategic projects and initiatives across the Kenya team.
- To contribute to the strategic enhancements of our school feeding approach and delivery model.
- To adapt and ensure continued relevance in light of any socio-economic and political changes.

## **Programme Development and Operations**

- To provide strategic guidance to ensure that the following is achieved by the Programmes function, led by the Head of Programmes, in line with our global Delivery and Development Strategies:
  - ongoing evolution and implementation of our school feeding approach.
  - strong implementation of the Kenya programme, through efficient and effective programme delivery, using our school feeding delivery model, and ongoing programme development.
  - simplicity and stewardship in the design and implementation of the Kenya programme, ensuring strong community engagement remains at the heart of our work.
  - robust strategic and operational monitoring, evaluation, learning and impact work to drive continual development and improvement.
  - effective data quality assurance processes to produce information on inputs, outputs, outcomes, and impact of the programme.
  - effective logistics systems are in place to support the day-to-day operations that guarantee efficient use of resources as well as ensuring meals are delivered to children on a daily basis.
- To lead consideration of potential expansions, and plan and implement those accordingly once approved.
- To identify strategic opportunities for and work towards programme transition to host governments, other providers and /or implementing partners.
- To advance identified programme development opportunities with key external stakeholders, including governments, schools, and local communities.
- To ensure the team is working closely to support local programme partners, where appropriate.

## **Growth**

- To provide strategic guidance to ensure that the following is achieved by the Growth function, led by the Head of Growth, in collaboration with the MMI Growth team.
  - strong local story telling and comms content collection.
  - smooth and timely local delivery of Mary's Meals Sponsor-a-School commitments.
  - grow local grass roots support for Mary's Meals.
  - represent MM at various external meetings, platforms, working groups and forums involving a range of stakeholders including country-based donors, and partners.

- development and growth of fundraising relationships with a variety of donors including the general public, major high net worth donors, trusts and foundations, and institutional donors.
- strategic positioning of Mary's Meals Kenya (MMK) brand, evaluating our current needs and mapping out opportunities to support both global and in-country strategic goals.
- MMK's communications strategy is delivered in line with Mary's Meals' organisational strategy and the wider Communications strategy
- drive internal communication, to ensure strong information sharing within MMK and cohesion and among staff.

## Services

- To provide strategic guidance to ensure that the following is achieved by the Services function, led by the Head of Services, and in collaboration with the MMI Services team to provide effective oversight of the local Finance, Legal, Risk and IT functions, specifically in the following areas:
  - sound financial planning and management of the programmes.
  - compliance with procurement policies and good stewardship of resources.
  - robust system of internal controls in place to safeguard the programme and assets.
  - constructive engagement with the assurance process, including timely implementation of audit recommendations and full support for investigations.
  - appropriate security and risk policies, standard operating procedures and practice.
  - oversight of our response to crises at a local level.
  - regular review comprehensive risk register which properly reflects local strategy and risk profile.
  - appropriate IT policies, quality, and efficiency; and that IT infrastructure and assets are well maintained.
  - compliance with all local legal and regulatory requirements, in cooperation with the appropriate government bodies, the MMI Legal team and / or external legal advisers as appropriate

## People

- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Ensure the systematic management of the objective setting and performance review process to ensure it strengthens the team at all times.
- To ensure clear team structures and roles and responsibilities across all teams, ensuring integration and collaboration between the different strands of the Kenya programme.
- To develop and maintain team structures and staffing levels that are appropriate and sufficient to deliver Kenya programme strategic objectives efficiently and effectively.
- Champion succession planning, and the use of development plans to allow for internal career progression.
- Understand and embed the standards outlined in our safeguarding framework, act with due care and attention to safeguard the wellbeing of those we serve and members of our team, and report concerns if they do arise.
- To ensure focus on the wellbeing of staff to guarantee continued staff engagement and motivation.
- Fully understand and embed the standards outlined in our Safeguarding framework, this will be reflected in a strong and authentic safeguarding culture in the Kenya team that puts the wellbeing of those we serve and members of our team first.

## 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 other 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.

## **Representation**

- Represent Mary's Meals externally, with a particular emphasis on engaging communities, and communicate in a positive and compelling way, our vision, mission, values and aims.
- Work alongside other NGOs, government and international partners to share best practice and further the interests and reach of Mary's Meals, engaging strategically with the Government and other major stakeholders in school feeding as required.
- Maintain excellent relations with all of Mary's Meals partners, supporters and visitors in Kenya.

## **Additional information:**

- As part of your role, you may be required to travel to countries where Mary's Meals operates.
- This role undertakes 'regulated work' with children under UK legislation and is subject to a successful PVG check or appropriate police check

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

- At least five years working in a Country Director or equivalent senior leadership position in a developing country.
- Strong leadership and management skills and a pragmatic approach to implementation.
- Advanced and well-developed inter-personal skills, with solid track record in persuading and influencing others.
- Motivating and inspiring: Able to effectively lead and manage continuity, change and transition; Skilled in enabling others with experience of leading, managing, building and developing high performing teams.
- Demonstrable skills in establishing, developing and nurturing collaborative relationships at all levels
- Engaging and inspiring written and oral communication skills.
- Strategic in outlook, with the ability to develop monitoring and evaluation systems, analyse, interpret and use data and appropriate planning tools to plan for the future.
- Experience of developing, monitoring and reporting against agreed strategy and plans.
- Experience of a flexible and pragmatic approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Highly numerate, with experience of data recording, collation and analysis.
- Strong financial management skills, including budget preparation, management, reporting and implementation of internal control frameworks.
- Extensive operational and/or logistical experience in a fast paced and growing environment in a comparable programme in a developing country with responsibility for, activities, financial resources, assets and external relationships.
- A sharp focus on delivery with extensive experience of implementing at scale and a particular emphasis on effective delivery, efficient logistics and control of stock.
- Cultural sensitivity and the ability to work effectively with people of different cultural backgrounds.
- Experience of representing an organisation to key stakeholders at a senior level.

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

- Understanding of international development principles and the place of school feeding in development
- Experience working in a charity / international environment or for not for profit organisation.
- Experience of liaising with communities, Governments and Partner groups at a senior level.

## **Qualifications:**

- Relevant degree and/or post graduate degree or equivalent experience.

## 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 MAP process.