



# Recruitment Pack

Country Director – Kenya

2 year fixed-term contract



# Our Vision

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Mary's Meals' vision is that every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Working together with people who share our ideals, we believe that this vision can be achieved in this world where there is enough food for everyone.

# Welcome from our CEO and Founder

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Thank you for your interest in working with Mary's Meals International. I hope you will find this pack informative and useful in supporting your decision to apply to join our team of employees, which exists to serve a global movement of people who are united around a simple mission; the provision of a daily meal in a place of education for the world's poorest children.

This meal, cooked and served by local volunteers, meets the immediate need of the hungry child and, at the same time, plays a key role in encouraging them into the classroom where they gain an education that can set them free from poverty.

Today we serve over 2.4 million children each school day in 18 of the world's poorest countries. This global movement of ours is achieving something wonderful, each meal served is the product of a series of lots of 'little acts of love' carried out by people across many countries who freely give their time, money, skills or prayers and it is through that, that our movement grows.

Our work is named after Mary, the mother of Jesus, and our values and culture are rooted in and shaped by a Christian spirituality. We feel that the way we do things is as important as the end results. Ours is also a universal mission involving people of all faiths and none across the world. Everyone is invited to join and provide their own unique contribution to this work.

With 67 million children out of school around the world and a further 73 million attending school so hungry they're not able to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary's Meals and with it, the lives of thousands of children across the world?

Good luck with your application.



A handwritten signature in black ink, appearing to read 'mg' or similar initials, written in a cursive style.

Magnus MacFarlane-Barrow  
MMI CEO & Founder

# Working at Mary's Meals

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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.

## **Where to find more information on our website**

[Where we work](#)

[Our vision](#)

[Our Impact](#)

[Books & Films](#)

[Mary's Meals International Network](#)

[Work with us | Mary's Meals \(marysmeals.org\)](#)





# Country Director – Kenya

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<b>Directorate:</b>	MMI Programmes
<b>Reporting to:</b>	Director of Programme Affiliates & Partners
<b>Contract type:</b>	2 year fixed term contract
<b>Location:</b>	Lodwar, Turkana
<b>Salary:</b>	£50,366 + benefits

For candidates based overseas, your salary will be converted from GBP to your local currency at the current budget rate and fixed for the duration of your employment. We have established compensation bands across the organisation, as we seek to ensure as much money as possible goes directly towards feeding children.

An expectation of a vocational approach has shaped our approach to compensation for senior roles within Mary's Meals International.

## Benefits:

- Flexible working hours
- 34 days' annual leave (including public holidays) + 1 extra day per year up to 39 days.
- Non-contributory pension with employer contributions of 8% if UK based (8% payment in lieu of pension paid in other regions)
- Life assurance
- Tellus Employee Assistance Programme



# Role Purpose

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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

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## 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



# Key Responsibilities & Activities cont.

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## 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:
- 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.



# Key Responsibilities & Activities cont.

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## 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
  - 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 in the following areas:
  - sound financial planning and management of the programmes.
  - compliance with procurement policies and good stewardship of resources.

# Key Responsibilities & Activities cont.

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- 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.

## People

- To provide strategic guidance to ensure that the following is achieved by the People & Culture function, led by the Head of HR & People Development and in collaboration with the MMI People & Culture team.
- 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.

## 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



# Essential Skills & Experience

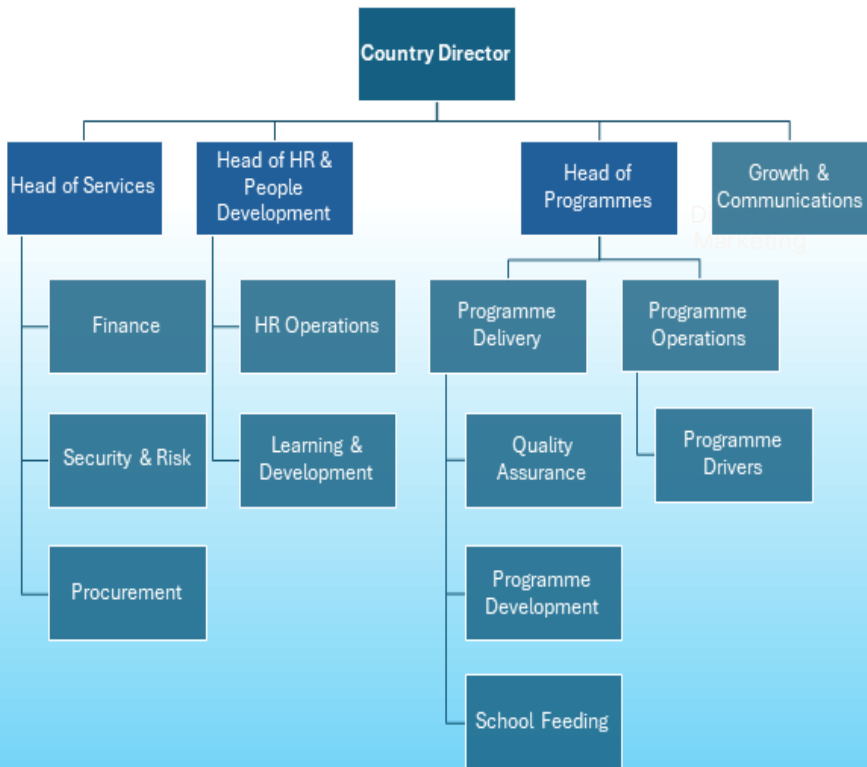
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- At least five years working in a Country Director or equivalent senior leadership position in a developing country
- Strong leadership and management skills and a pragmatic approach to implementation
- Advanced and well-developed inter-personal skills, 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.



# Mary's Meals Kenya

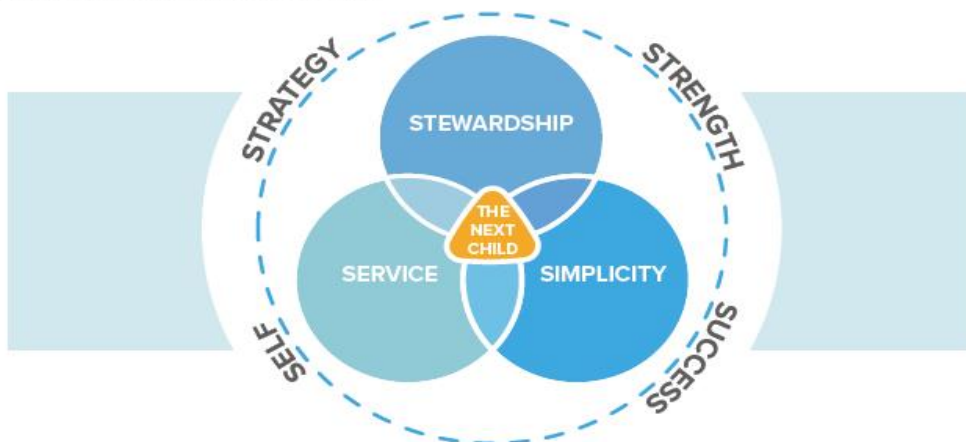
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# How we work

## ASPIRATION INTO ACTION

Empowering our people to deliver on the promises we make is at the heart of our mission and is more crucial than ever if we're going to turn our aspiration into action. As our movement continues to grow we need to make sure we work harder than ever to: a) keep things **simple** b) remain completely committed to **servicing** the children at the heart of our organisation and c) be terrific **stewards** of the gifts that are entrusted to us. These three elements of our unique culture will accelerate our journey and help us reach the next child sooner.



### SIMPLICITY

We will remain focused on our core vision – that every child should receive a daily meal in school – and communicate the needs of the children we serve and the nature of our mission in a straightforward, open and transparent way.

### SERVICE

We will approach our vision and mission in a spirit of deep vocation and humble service, seeking always to be faithful servants of hope, the global movement, and those little ones who eat Mary's Meals each day.

### STEWARDSHIP

We will strive to be good stewards of every gift entrusted to us – treating each one with deep love, respect and gratitude – and build meaningful, long-term relationships with all those involved in our work.



# Recruitment process

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Our processes are informal and informative, we are keen to get to know more about you, your experience and motivations and hopefully give you a clear picture of the opportunity and life here at Mary's Meals. The recruitment process for this role will include an initial MS Teams call and three competency and values-based interviews and will be a mix of MS Teams and in person interviews.

## How to Apply for this Role

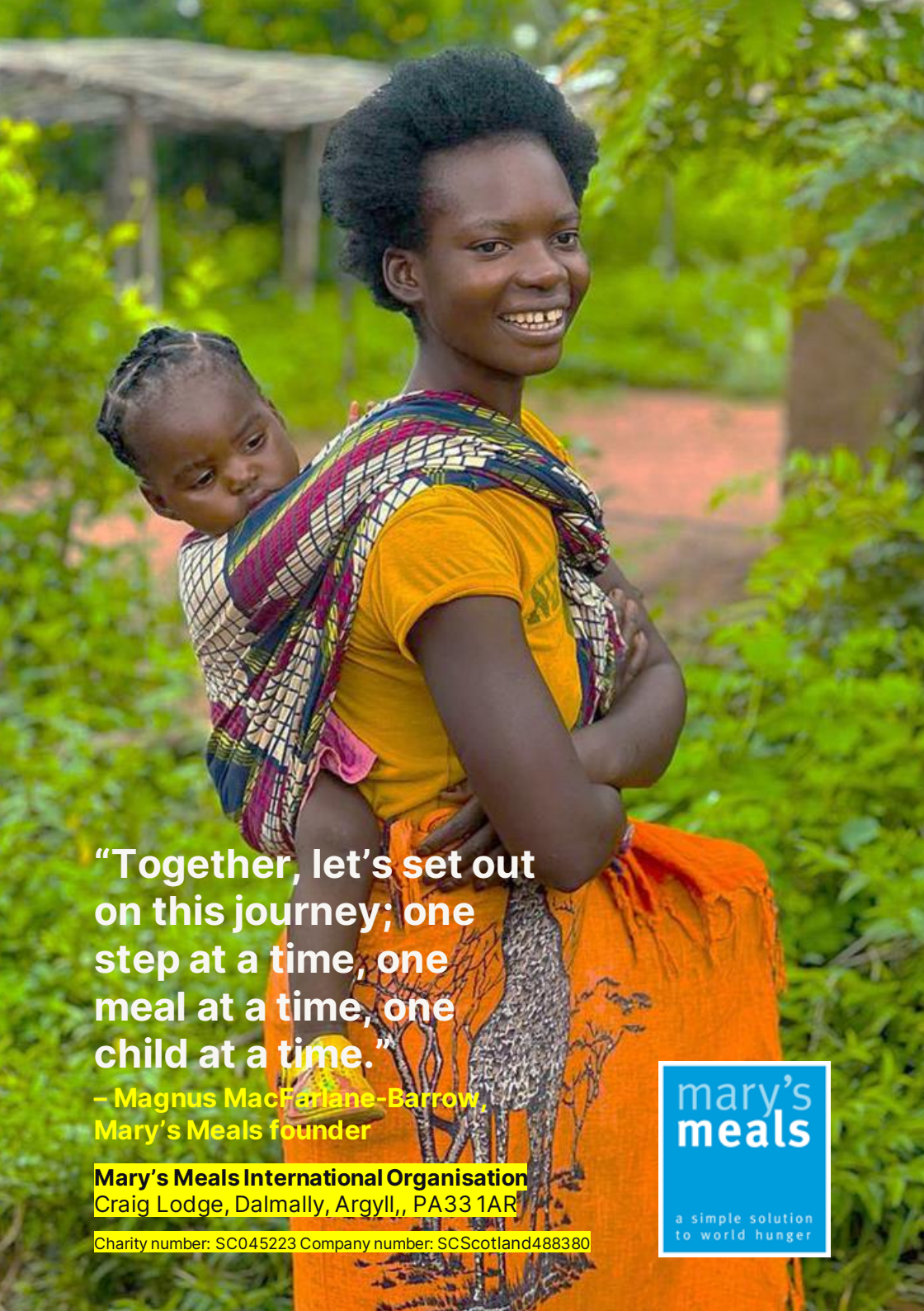
If you are inspired to join our movement and vision, mission and values resonate with you, we would love to hear from you. To apply please visit our Work With Us page, [Work with us | Mary's Meals \(marysmeals.org\)](https://www.marysmeals.org/work-with-us). Please include a CV and a covering letter. Your covering letter should tell us why you feel motivated to apply for this role, as well as giving a concise overview of your most relevant skills and experience.

This role undertakes 'regulated work' with children under UK legislation and is subject to a successful PVG check or appropriate police check

For any enquiries regarding the role, please email Leanne Gordon – Head of Recruitment at [leanne.gordon@marysmeals.org](mailto:leanne.gordon@marysmeals.org)







**“Together, let’s set out  
on this journey; one  
step at a time, one  
meal at a time, one  
child at a time.”**

**– Magnus MacFarlane-Barrow,  
Mary’s Meals founder**

**Mary’s Meals International Organisation**  
Craig Lodge, Dalmally, Argyll, PA33 1AR

Charity number: SC045223 Company number: SCScotland488380

**mary’s  
meals**

a simple solution  
to world hunger