

Directorate:	People and Governance
Reporting to:	Chief Officer - People and Governance
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 (MMI) 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:

- Provide strategic leadership and oversight of safeguarding activity across the Mary's Meals network.
- Develop and implement project management plans to ensure the Global Safeguarding Policy is embedded consistently and sustainably across the movement.
- Provide leadership, mentoring, guidance, and practical assistance to colleagues across the network to ensure that all aspects of our work comply with agreed safeguarding standards.

Key responsibilities & activities:**Safeguarding strategy and policy**

- Develop a global safeguarding strategy that guides Mary's Meals' work in this area long term and evolves with sector trends.
- Collaboratively develop and formalize the organisation's approach to safeguarding in different contexts.
- Oversee the development and continual improvement of the global safeguarding policies suite.
- Oversee the development and implementation of a range of practical tools, procedures and guidance documents for use in different contexts.

Project and change management

- Develop and implement robust project implementation plans to ensure that the Global Safeguarding Policy is consistently and sustainably implemented across all parts of the Mary's Meals network.
- Develop quantitative and qualitative reporting tools to monitor policy implementation and compliance across the network.
- Provide regular high-quality progress reports to internal stakeholders including the Executive Leadership Team and MMI's Board of Trustees.
- Provide support and guidance to representatives across the movement to develop pragmatic implementation plans to improve compliance and understanding across the network.
- Conduct visits to programme countries to support the implementation of the Global Safeguarding Policy.
- Chair and maintain good governance of MMI's Safeguarding Committee.
- Establish and lead other regular meetings or forums that are necessary to manage the consistent implementation of the Global Safeguarding Policy across the network.

Training and capacity building

- Through direct and matrix management arrangements, lead, coach and capacity build the global safeguarding team and ensure that all activities are consistent and complementary.
- Working with the MMI L&D team, lead the development and delivery of a global training programme to raise awareness of safeguarding across the network. Oversee the design and delivery of high impact internal training, TOT, inductions, briefings and skills development sessions on a range of safeguarding-related topics.
- Provide coaching and mentoring support to colleagues worldwide to help them understand roles and responsibilities with relation to safeguarding and increase confidence in carrying out their safeguarding responsibilities.
- Work with colleagues across the organisation to identify training and development needs that will improve competence and confidence in applying policy and embed a culture of strong compliance.
- Provide expert support and advice to colleagues across the movement to support the implementation of the Global Safeguarding Policy.
- Work with leadership teams globally to develop and embed an organisational culture which is supportive of good safeguarding practice.
- Develop excellent working relationships across the charity sector to ensure a thorough understanding of safeguarding challenges, risks and opportunities being experienced worldwide.

Safe Reporting and Response

- Support colleagues across the movement to establish and manage culturally and contextually appropriate reporting mechanisms.
- Continue to embed our survivor centred approach to ensure that care and support is provided to those who have experienced harm.
- Develop and oversee the delivery of our internal response capabilities by:
 - Develop and implement policies, tools and templates to guide the management of complex safeguarding incidents and investigations.
 - Develop and deliver investigation and case management training to colleagues globally.
 - Provide care and support to incident responders.
- Ensure that all incidents are responded to and investigated in line with policy and best practice.
- Work with colleagues in Risk and Assurance to ensure that any external reporting requirements are met.
- Work with the global Communications Team to evolve effective reputational management procedures and communications escalations trees, acting as the primary interface with Communications in the event of (potentially) high profile incidents.

Management and Leadership

- Oversee the development, implementation and monitoring of efficient and agile operational plans to get results.
- Seek all opportunities for personal growth, reflection and development.
- Role-model Mary's Meals' values and leadership behaviours, acting with integrity, optimism and in the charities best interest at all times.
- Work with a high degree of autonomy, subject matter expertise and technical competence.
- Work cross-organisationally to improve efficiency, decisively solve problems, innovate and work towards continuous improvement.
- Build and maintain effective relationships with internal and external stakeholders acting as an ambassador for Mary's Meals.
- Communicate concisely with clarity.
- Regularly represent your function at ELT and board meetings and at any internal and external forums with authority and credibility.

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.

- Undertake travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in the Global 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:

- Experience of successfully developing and managing change projects and of implementing safeguarding standards globally.
- Experience of producing high quality qualitative and quantitative reports to evidence progress and highlight challenges.
- Experience of working in a senior safeguarding or child protection position internationally with in-depth and up-to-date knowledge of sector safeguarding best practice.
- Experience of designing and delivering safeguarding/child protection training for a range of audiences.
- Experience of creating, developing and implementing high quality, pragmatic policies, procedures and guidelines in a complex, diverse organisation.
- Able to work with a high degree of autonomy with the ability to demonstrate sound judgement based on evidence, knowledge and understanding.
- Experience of managing and developing a diverse, remote team.
- Experience of conducting and supporting investigations in a way that provides care and support for those who have experienced harm.
- Strong organisational skills with the ability to manage and prioritise a heavy and varied workload to meet deadlines and work calmly under pressure.
- Experience of developing and maintaining excellent working relationships with colleagues at different levels of an organisation up to Board level.
- Experience of working inclusively and collaboratively with internal and external stakeholders.
- Encourages positivity and has a solution-focused, pragmatic, proactive and optimistic approach to work.
- Commitment to Mary's Meals mission and values.

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 MAP process.