

 **Head of Risk & Assurance**

**Department:** Governance and Risk

**Reporting to:** Director of Governance and Risk

**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 Risk and Assurance is responsible for providing assurance to the MMI Executive Leadership Team (ELT) and Board of Trustees that the risks Mary’s Meals is exposed to have been identified properly and are being managed effectively within the risk appetite of the organisation. The role will achieve this through leadership and oversight of robust internal audit, risk management and insurance frameworks. These frameworks are predominantly focused on MMI and our programme countries currently, with opportunities for development across the Mary’s Meals family in future.

The role has responsibility for overseeing delivery of a robust, risk-based internal audit service. The role will set and monitor delivery of the internal audit strategy, ensuring our audit resources are appropriately targeted towards the operational areas of greatest risk and/or benefit, and audit outcomes are effectively implemented and learned from.

The role is also responsible for ensuring Mary’s Meals has an appropriate risk management framework in place. The role will support key stakeholders to identify, consider and manage risk through the delivery of simple and effective mechanisms for risk management and the provision of dynamic risk reporting. The role will also support the mitigation of particular risks through oversight of our insurance programmes and processes.

**Key responsibilities & activities:**

**Internal Audit**

* Oversee the delivery of a robust, risk-based internal audit service that appropriately targets our audit resource towards the operational areas of greatest risk and/or benefit.
* Develop our annual internal audit strategy, with consideration of organisational knowledge, known risks and key stakeholder input.
* Oversee the delivery of comprehensive internal audits and creation of high-quality reporting for local stakeholders, ELT and FRAC.
* Support effective and continued achievement of the internal audit strategy through direct delivery of critical audits, as appropriate.
* Ensure robust delivery of the follow up process to achieve effective and timely implementation of agreed audit actions, including working collaboratively with stakeholders where needed to resolve issues/delays.
* Drive positive understanding and engagement with internal audit work through building strong cross-organisational relationships and delivering targeted training and messaging.
* Support the development of a consistent and robust internal control framework across MMI and our programme countries, by ensuring lessons are learned from internal audit work and providing advice as necessary.
* Liaise with external auditors for MMI and Programme Affiliates, as required, on all aspects of our control framework.

**Organisational Risk Management and Reporting**

* Evolving the risk management framework for Mary’s Meals, helping to embed a culture of sound risk management that is fit for purpose, joined-up and appropriate for the Mary’s Meals governance model.
* Designing and implementing simple and effective mechanisms for risk management to support the timely identification, consideration and management of risk.
* Developing and delivering meaningful and dynamic risk reporting that is tailored to the intended audience, including agile escalation of emerging risks out with typical reporting cycles.
* Preparing all risk reporting that may be required by regulators, major donors or other external stakeholders.
* Designing mechanisms for wider risk analysis and horizon scanning to better understand our risk profile and inform decision-making.
* Providing ad hoc guidance and support to staff on identifying and managing existing/emerging risks related to their area of operations or key projects.

**Insurance**

* Develop and oversee our framework for insurance across MMI and our Programme Affiliates to ensure adequate coverage is obtained and effective supporting processes are in place and documented for renewal, in-year changes and claims.
* Deliver periodic reviews over insurance coverage and brokerage to ensure cover remains proportionate and complete, ensuring any risks/gaps in coverage are clearly understood, escalated and responded to if appropriate.
* Develop guidance outlining insurance expectations for the wider global family, and support in responding to ad hoc queries.
* Oversee the preparation of analysis and reporting on insurance coverage and use, as requested.

**Other**

* Help to define the future strategy and shape of the function, in conjunction with the Director of Governance and Risk.
* Provide input to the directorate as a member of the Governance & Risk Leadership Team.
* Develop the Risk & Assurance annual budget, including travel and other financial needs.
* Lead ad hoc reviews and investigations, as required.

**Leading & Managing:**

* Provide leadership and direction to high performing teams.
* Oversee the delivery, monitoring and reporting of progress made against team and function strategies and plans.
* Lead, develop, coach and inspire high-performing teams, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
* Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
* Role-model Mary’s Meals values and leadership behaviours.
* Ensure MAPs are in place for all direct reports.
* Ensure integration and collaboration between the different strands of the directorate, across the MMI pillars and with other parts of the global family.

**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 the function 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 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.

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

* Experience of working in a senior risk management role with a strong track record of leading internal audit work and developing audit plans and strategies.
* Ability to analyse and resolve complex risk management and internal control issues, involving multiple stakeholders.
* A leader and implementer of policies, procedures, projects and change.
* Excellent attention to detail and drive to produce high quality, accurate reporting to senior staff on risk and assurance matters.
* A credible people manager who takes the time to provide effective supervision, challenge, coaching, development and support.
* An influencer known to get results and make an impact across all areas of the organisation, at all levels.
* A strong relationships builder with excellent communication skills
* 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 accountancy, internal audit and/or risk management qualification

**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.

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| **Self** | * I build and demonstrate resilience
* I lead by example
* I am authentic and true to Mary’s Meals values
* I develop myself and set stretching goals
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| **Service** | * I have a vocational attitude to my work
* I inspire hope in others
* I build belief that even difficult challenges can be solved
* I am committed to serving and enabling all who want to be part of the global movement
* I work to ensure our future will be even better than our past
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| **Simplicity** | * I communicate effectively
* I follow clear decision-making criteria
* I create plans that are easy to follow and contribute to organisational goals
* I embrace inclusivity and diversity
* I focus on delivering results
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| **Stewardship** | * I pay attention to the things that matter most – (a) our physical resources; (b) our people
* I nurture, develop and respect our relationships with external stakeholders
* I deliver on my promises
* I am happy to be held accountable and to hold others to account
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| **Strategy** | * I have a point of view about the future
* I know our stakeholders and see our priorities clearly
* I help others to work in ways that have the greatest impact
* I develop strategy and translate it into action
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| **Strengthen** | * I create a positive work environment
* I increase the capabilities of my team
* I help people manage their careers
* I find and develop next-generation talent
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| **Success** | * I ensure my team is technically competent and always developing
* I build high performing teams
* I ensure accountability
* I am a catalyst for change
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**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.