

<b>Department:</b>	People & Culture.
<b>Responsible to:</b>	Country Director/Head of HR
<b>Location:</b>	Chipata
<b>Contract length:</b>	Permanent

## Our vision

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.

## Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

## Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

## Job purpose

To support managers and staff at Mary's Meals Zambia (MMZ) to fully implement the Mary's Meals Global Safeguarding Policy and standards across the programme and all its activities.

This role will focus on strengthening a safe culture and environment, promoting safeguarding awareness, survivor support and ensuring that across the programme, staff are encouraged and feel empowered to report concerns.

## Key activities

### Safe Programming

- Support the Head of Programmes to identify safeguarding risks across the programme and work on ways to mitigate these risks.
- Coordinate the production of safeguarding awareness raising materials and their placement in all school feeding locations.
- Support colleagues across the programme to review operating procedures, working methods and physical arrangements to improve safeguarding arrangements in place in the School Feeding Programme.
- Support Programme Partners to understand and carry out their safeguarding responsibilities and support the Programme to conduct due diligence of Partners.

### Policy

- Using MMI's Global Safeguarding Policy as a foundation, support the publication, dissemination and implementation of policies, procedures and good practice documents and tools. This will include ensuring that procedures in different parts of the programme meet the needs of different stakeholder groups and are understood by different audiences.

### Training and awareness raising

- Work with the Global Safeguarding Lead to develop a range of materials to raise awareness safeguarding standards and reporting mechanisms to ensure that high levels of awareness of standards of behavior, rights, obligations and reporting mechanisms across all areas of the programme.
- Work with the L & D Advisor to develop or adapt and deliver general and role-specific training packages and materials for students, staff and other stakeholders that address the particular challenges and vulnerabilities at play in different contexts including MMZ's School Feeding Programme. This will include conducting induction training (with the People team), refresher training for all staff, students and support the roll out of Community awareness raising activities.
- Work with the L&D Advisor and Head of People & Culture to develop, update and implement an annual calendar of trainings and awareness raising sessions.
- Work with the L&D Advisor to evaluate all training interventions to ensure that participant knowledge, attitudes and behaviors have been positively influenced.
- Work with the L&D Advisor and Head of People & Culture to ensure that accurate records of all trainings are maintained.
- Provide advice to the Senior Leadership Team on ways to increase Safeguarding awareness within MMZ.
- Support the Head of Programmes to ensure that Safeguarding posters are clearly posted in schools and communities. Ensure that regular checks take place with findings recorded and any issued followed up.

### Safe Reporting and Response

- Receive and safely document safeguarding reports, respond in accordance with procedures, provide referral or next step advice.
- Act as an adviser to managers when safeguarding issues are raised or where there are concerns identified.
- Work with the Global Safeguarding Lead to establish, manage reporting mechanisms at all levels and for those who come into contact with our work (including all staff, students, contractors, Board, PTA and communities).
- Be proactive about setting up relationships with external professional expertise such as statutory authorities, police, relevant government ministries and departments dealing with Children, Social Protection, women, children and youth groups.
- Support the People & Culture team and managers to strengthen safeguarding investigative capacity across the programme.
- Support the response to allegations and assist with the planning, management and support to investigations related to safeguarding. This will include providing professional advice whilst also taking into consideration the potential risks to personal safety for those involved.
- Conduct context mapping and referral mapping to ensure that MMZ is clear on mandatory reporting requirements and any onward referral pathways for protection issues.

### Safe Media and Communications

- Support the programme to implement and comply with Mary's Meals standards with regards to safe

**Continuous learning and improvement:**

- Support any postholders with specific responsibilities for safeguarding to ensure they understand and feel confident carry out their responsibilities.
- Represent MMZ at appropriate sector events on safeguarding and child protection and liaise with other safeguarding professionals to learn from best practices.
- Work closely with the Global Safeguarding Lead and colleagues in other Programme Affiliates to learn from the experience of other programmes and gain support in the implementation of activities.
- Following a significant event (an investigation or incident) conduct lessons learnt exercises to ensure continuous learning and improvement.
- Support the Country Director and the Senior Leadership Team to monitor any actions and recommendations from incidents, reviews or safeguarding audits.

Qualifications, skills and experience	Essential	Desirable
Experience of working in a role that supports safeguarding, PSEA (Protection from Sexual Exploitation and Abuse) or the protection of children and vulnerable adults	✓	
Experience of developing and delivering training and workshops to different audiences	✓	
Experience of developing accessible safeguarding messages and materials	✓	
Experience in conducting assessments, monitoring and report writing	✓	
Strong organisational skills with the ability to manage and prioritize a heavy and varied workload to meet deadlines and work calmly under pressure	✓	
Strong IT skills including the use of email, internet, PowerPoint and database management.	✓	
Ability to develop and maintain positive working relationships with colleagues at different levels of an organization.	✓	
Commitment to the Mary's Meals vision, mission and values	✓	
Strong communication skills, especially active listening, strong facilitation and presentation skills	✓	
A Bachelor's Degree in Education, Sociology, Psychology, Public Administration, Human Resource Management or any relevant/equivalent field.	✓	

**Mary's Meals International team member competencies**

All Mary's Meals International employees approach their role in line with the 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I demonstrate resilience</li> <li>• I lead by example</li> <li>• I'm authentic and true to Mary's Meals values</li> </ul>
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	<ul style="list-style-type: none"> <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 – (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 work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

### Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

### Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed ..... Date.....