

Department:	Governance & Risk
Reporting to:	Director of Governance & Risk
Contract type:	Permanent – 0.6 FTE

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:

This role provides assurance to the Executive Leadership team (ELT) and the Board of Trustees that there are appropriate legal & governance frameworks in place to effectively support and protect the organisation.

This role will be accountable for key areas such as corporate governance, policies and all aspects of legal and regulatory risk & compliance (including data protection) in the territories where we have a presence, both now and in the future.

A key element of the role is ensuring our internal team has the right mix of skills and resources necessary to deliver on the legal remit across the organisation, and making effective judgements on the need for external legal support (either paid or pro bono) where required.

Key responsibilities & activities:

Board and Corporate Governance

- Lead the provision of advice on all aspects of corporate governance for MMI and Programme Affiliates, including the duties of members & trustees and constitutional requirements under applicable law, distilling this into accessible guidance where required.
- Lead the provision of advice on all aspects of legal and regulatory risk & compliance in line with organisational operations and developments.
- Lead on the set-up and registration of new and existing Mary's Meals entities, including identifying the best legal form, identifying and instructing local counsel, and liaising with the relevant local staff and boards.

Litigation Strategy

- Liaise with relevant MMI teams to assess and advise on an appropriate organisational litigation strategy.
- Advise and manage legal liability within MMI, including identifying and instructing local counsel and supporting with all litigation where possible.
- Advise and support with all negotiations relating to Settlement Agreements.

- Oversee the maintenance of a claims and disputes register.

International Programmes and National Affiliates

- Provide legal services to Programme Affiliates either directly or via relevant MMI team, including:
 - Advising on the legal requirements for commercial contracts.
 - Advising on and managing legal liability, including identifying and instructing local counsel and advising on litigation strategy.
 - Advising on land ownership.
 - Advising on all forms of restructure and related legal issues.
- Provide ad hoc legal advice to National Affiliates where expertise and capacity permits.
- Oversee management of global trademark portfolio.
- Oversee constitutional advice required for either Programme Affiliates, National Affiliates or Nominee National Affiliates, as required.
- Define the requirements for all due diligence processes, spanning procurement, programmes & partners, commercial partnerships, ambassadors and nominee National Affiliates.
- Provide regular oversight of all due diligence processes to ensure satisfactory completion, including the annual due diligence process for all Programme Affiliates and Programme Partners and the resultant Partner Agreement roll out.

Data Protection

- Ensure the Data Protection policy suite reflects current legal requirements and oversee the annual review process of the suite.
- Oversee the delivery of proportionate and effective training to staff, including resultant training amendments arising from the annual review.
- Support the adoption of the global Data Protection policy by National Affiliates.
- Ensure Data Processing Agreements are in place for all third-party service providers and National Affiliates.
- Working closely with the Director of Governance & Risk, ensure that potential data breaches are thoroughly investigated, escalated and internally/externally reported as necessary.

External Legal Resource Management

- Develop and maintain key strategic partnerships with external legal providers, strengthening relationships to ensure they remain business-focused and are based on a pro bono approach (where possible and appropriate).
- Explore further opportunities to reduce costs for legal services across the global organisation and share findings with National Affiliates.

Policy Management

- Oversee the collation and tracking of all organisational policies, including highlighting and escalating perceived gaps for resolution.
- Liaise with relevant MMI and Programme Affiliate teams in relation to the creation and update of key policies.
- Oversee ongoing compliance with the Policy Approvals process.
- Lead on the annual review of the global policy suite.
- Work with the Learning & Development and Internal Communications teams to develop and deliver training to ensure the appropriate launch of and compliance with Legal & Governance policies.

Contract Management

- Oversee the negotiation, review and drafting of all food, supply and commercial contracts entered into by MMI and Programme Affiliates.
- Oversee the annual review of the Partner Agreements.
- Oversee the central recording and collation of all MMI and Programme Affiliate contracts.

Leading and Managing

- Provide strategic support, leadership and direction to the Legal & Governance Team.
- Oversee the delivery, monitoring and reporting of progress made against team and directorate 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.
- Oversee the maintenance of robust trackers, files and records showing the MMI approach to legal issues, including the historical approach taken.
- 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.

Other

- Help to define the future strategy and shape of the Legal & Governance 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 Legal & Governance annual budget, including travel and other financial needs.
- Work closely with the Director of Governance and Risk to lead ad hoc reviews as required.

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:

- Extensive experience of working as an in-house lawyer at a senior level in an INGO or in another relevant international commercial context
- Expertise in company/commercial law, contract law and corporate governance law
- Experience of managing external advisers, including pro bono.
- Skills to operate effectively in a networked model and within a culturally-diverse context
- Proven ability to take a pro-active and innovative approach to solving complex problems, with a strong orientation to business needs and a willingness to take disciplined risks and demonstrate excellent judgement in delivering solutions
- Excellent verbal and written communication skills, including the ability to present complex information clearly and succinctly and to provide advice at the most senior level in a way that is authoritative and inspires confidence and trust
- A 'hands on' practical person who will work at every level to get the job done
- 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.
- Comfortable working at Board level when needed, including drafting reports in a style and format appropriate for presentation to sub-committees or the full Board.
- A solution-orientated person

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:

- Scottish or English qualified lawyer with at least 10 years' PQE or equivalent.

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.

Self	<ul style="list-style-type: none">• 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
Service	<ul style="list-style-type: none">• 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
Simplicity	<ul style="list-style-type: none">• 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
Stewardship	<ul style="list-style-type: none">• 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
Strategy	<ul style="list-style-type: none">• 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
Strengthen	<ul style="list-style-type: none">• 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
Success	<ul style="list-style-type: none">• I ensure my team is technically competent and always developing• I build high performing teams• I ensure accountability• I am a catalyst for change

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.