

Function/Team: Risk & Assurance

Reporting to: Head of Risk & Assurance

Contract type: Permanent, Part-time (30 hours per week)

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 role will support the management of risk and compliance across the Mary's Meals global network, directly contributing to the achievement of our strategic objectives, through delivery across the areas of risk management and insurance. The Manager will help ensure our key organisational risks are being proactively identified and managed to help safeguard delivery of our vision, mission, and strategic aims.

They will help staff to discuss and consider the implications of risk in a meaningful way through regular engagement, oversight of organisational risk registers and provision of targeted reporting and analysis. They will also manage our insurance programme as a mitigation to manage appropriate risks.

Where risks crystallise into incidents, the Manager will engage with in-country teams to ensure we respond appropriately and minimise the potential impact on our feeding programmes and staff.

Key responsibilities & activities:

Risk Management:

- Assist the Head of Risk & Assurance in evolving and implementing our risk management framework, aligning with the growth and culture of the global movement.
- Plan and facilitate risk assessment sessions with staff to map and evaluate operational, financial, reputational, and security risks associated with MMI functions, projects, programmes, and fundraising.
- Support the Head of Risk & Assurance in preparing for strategic risk assessment sessions for ELT and/or the Board.
- Facilitate and encourage ongoing, meaningful review of risk through regular and timely engagement with staff on risk registers.
- Support staff in adequately considering the impact of risks arising from other parts of the movement or organisational outputs (such as assurance reports) on their risk registers.
- Oversee our suite of risk registers, delivering improvements to enhance staff engagement.
- Prompt timely review of risk registers by staff and provide constructive challenge on risk and action updates.
- Provide appropriate and timely updates to the Head of Risk & Assurance on risk management across the global network.

- Analyse risk information from across the movement to produce meaningful, dynamic and tailored risk reports for various audiences.
- Perform wider risk analysis and horizon scanning using external/internal sources to understand our risk profile and share this information with staff to contribute towards the operation of key processes.
- Facilitate agile reporting and escalation of emerging risks to management, both within and out with regular reporting cycles.
- Engage effectively with the Risk & Assurance team to contribute relevant risk information towards assurance planning, delivery, and reporting.
- Maintain and enhance risk management procedures and guidance.
- Develop and deliver a suite of risk management training to meet staff needs.
- Provide ad hoc guidance and support to staff on managing emerging or existing risks within their area of operations.

Insurance:

- Conduct periodic reviews of insurance coverage and brokerage with the support of the Head of Risk & Assurance and brokers, and implement agreed actions.
- Document insurance risks/gaps, and collaborate with the Head of Risk & Assurance to ensure understanding, escalation, and response.
- Manage the annual renewal process for all insurance policies, including data collection, questionnaire completion, and purchase order preparation.
- Develop and deliver staff awareness activities related to insurance coverage and policy changes.
- Collect information on notifiable changes and potential claims, and promptly share with brokers/insurers, taking action as required.
- Manage broker/insurer relationships and engage with Mary's Meals staff during renewals, claims, and other interactions.
- Maintain records of all claims reported and managed by the MMI Risk & Assurance team.
- Oversee and guide Programme Affiliate insurance programs, with support from the Head of Risk & Assurance.
- Provide ad hoc support and guidance on insurance queries and prepare reports.
- Support the development and maintenance of insurance guidance.
- Manage insurance costs effectively, ensuring adequate coverage.
- Ensure policy compliance and benchmark coverage against similar organisations.

All MMI employee 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.
- 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 in risk management, including development and oversight of organisational risk registers.
- A strong relationship builder with excellent communication skills.
- Ability to provide constructive challenge and feedback.
- Self-motivated with the ability to effectively prioritise work to meet deadlines.
- Analytical ability and the capacity to think objectively and demonstrate sound judgment.
- Excellent attention to detail and drive to produce high-quality, accurate outputs.
- Disciplined in maintaining complete, accurate, and up-to-date records.
- Demonstrates integrity in handling sensitive information.
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.

Desirable skills & experience for this role:

- Experience in managing an insurance programme.
- Knowledge of insurance principles and practices.
- Good demonstrable understanding of the charity sector in general and, in particular, the values of Mary's Meals.
- Experience of working in different countries/with different cultures.

Qualifications:

- Good standard of education up to degree level or relevant experience.
- Relevant qualification relating to risk management and/or compliance (e.g. IRM Diploma).

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 MAP process.