



mary's
meals

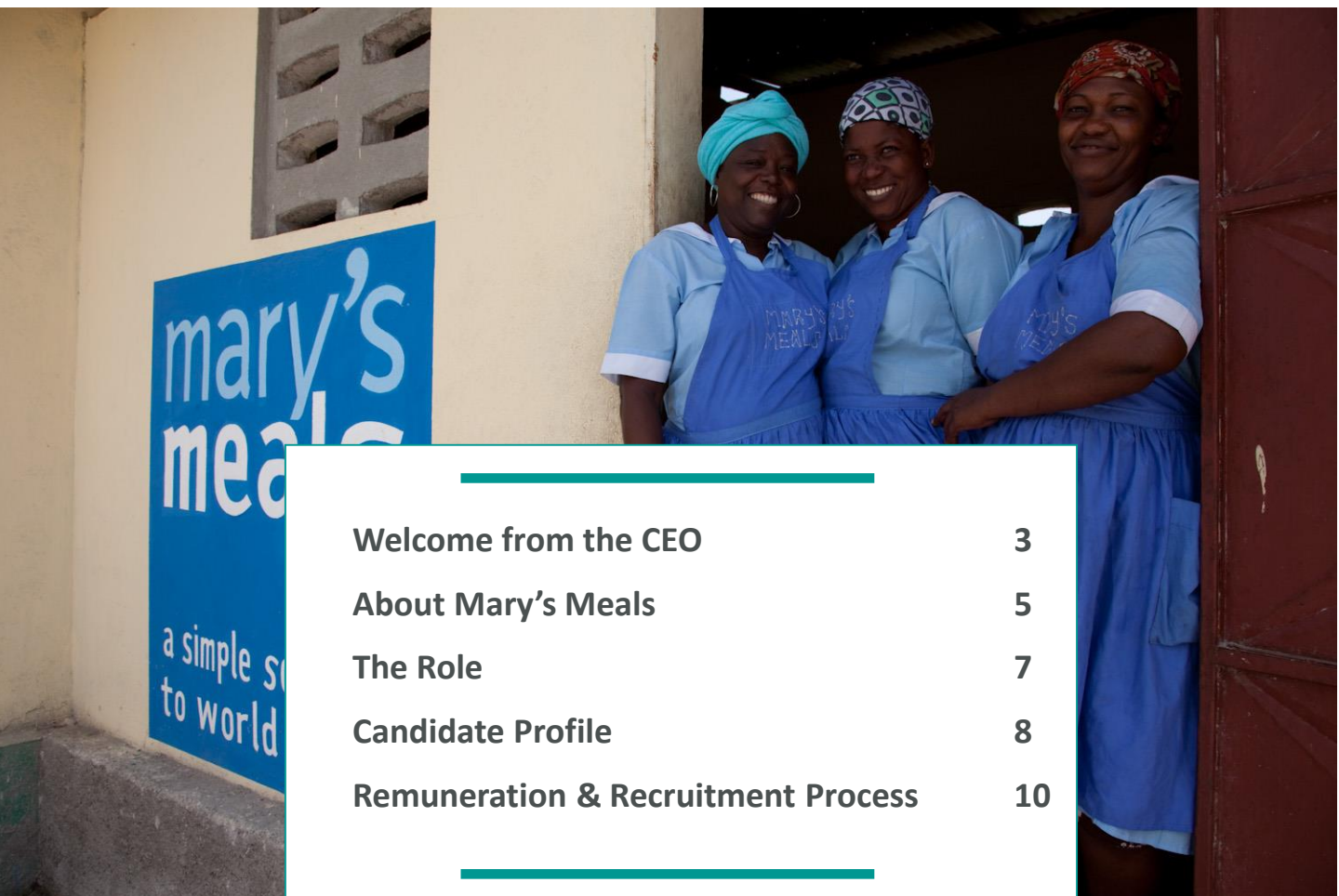
a simple solution
to world hunger

Position Profile

Director of IT



Hamilton Forth



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Welcome from Janet Haugh, CEO Mary's Meals International

"Mary's Meals is supported by people from all walks of life focused on one simple goal – that every child receives a nutritious meal in their place of education"



Thank you for your interest in the opportunity to lead and support the growing Mary's Meals global movement.

Mary's Meals is supported by people from all walks of life, focussed on one simple goal – that every child receives a nutritious daily meal in their place of education. By joining Mary's Meals, you will become part of a global family made up of incredible supporters who give freely of their money, goods, skills, time, or prayer, in order to provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Together, the global Mary's Meals movement has achieved so much already. We continue to change the lives of 1,361,586 children who will today receive Mary's Meals. Thanks to the generosity of our supporters, these children are no longer hungry in class, they attend school more regularly and ultimately they have the opportunity to gain an education, the stepping stone out of poverty.

We know Mary's Meals is having a significant impact but, with 61 million children out of school due to poverty, our work is only just beginning.

Due to continued growth and internal development of staff, we are looking for a Director of IT to take ownership of the IT strategy and vision, drive several organisation-wide projects and contribute to broader organisational goals and objectives as a valued member of the Senior Leadership team.

We firmly believe that, in this world of plenty, our vision that **every** child receives a daily meal at school is achievable. But we also know that we will continue to face challenges along the way. We are therefore seeking an individual with exceptional communication and influencing skills coupled with the ability to deliver first class IT services, ensuring business continuity. Mary's Meals, as an organisation, operates in a fast pace and high change environment. If you are entrepreneurial in your approach, we will provide you with an environment within which you will thrive.

This role will be both rewarding and challenging as we seek to continue to strengthen the organisation, while keeping our promise to feed every child enrolled in school today and reaching out to feed more children as the global movement grows.

If you would like to make a difference to the lives of thousands of children across the world, we'd love to hear from you.

I wish you well in your application.

Janet Haugh

A handwritten signature in black ink that reads "Janet Haugh".



About Mary's Meals

Currently operating in 15 countries, their mission is to provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities



As an organisation Mary's Meals is focused on one goal - that every child receives a nutritious daily meal in a place of education. Such food provides the energy and opportunity to learn, giving them the chance of a brighter future. These meals also support families struggling to feed their children whilst boosting the country's wider economy.

Their simple but effective approach has gathered significant momentum since the organisation's conception in 2002, when 200 children received a daily meal. In 2018 Mary's Meals is now feeding 1,361,586 of the world's poorest children every day they attend school in 15 countries, across Africa, Asia, Latin America and the Caribbean.

The organisation's core values, shown below, underpin all their work and should be shared by all those involved in carrying out the mission, from those involved in fundraising right through to volunteers living and working in the impoverished communities where as an organisation, Mary's Meals help.

- We are confident in the innate goodness of people
- We respect the dignity of every human being and family life
- We believe in good stewardship of resources entrusted to us

The Global Mary's Meals family is constantly growing and currently consists of:

- 15 National Affiliates and 5 International Fundraising Groups - who raise funds and awareness of Mary's Meals work
- 13 Programme partners and 4 Programme Affiliates - who deliver Mary's Meals "in-country" programmes

Its History:

In 1992, a family in Argyll, Scotland, launched an appeal to help the people of Bosnia-Herzegovina, who were suffering because of the war there. They did this from their home. What was meant to have been a one-off delivery grew into an organisation called Scottish International Relief that went on to deliver millions of pounds worth of emergency aid and fund various other projects aimed at helping the poorest of the poor in several other countries around the world.

In 2002, whilst Scottish International Relief was delivering emergency food aid in Malawi, the Mary's Meals campaign was born in response to a realisation that many poor children were missing school as they worked to survive and a belief that the provision of a daily school meal could help break this cycle of poverty. This campaign soon became almost the sole focus of the organisation's work and grew rapidly around the world.

In 2012, Scottish International Relief officially changed its name to Mary's Meals.



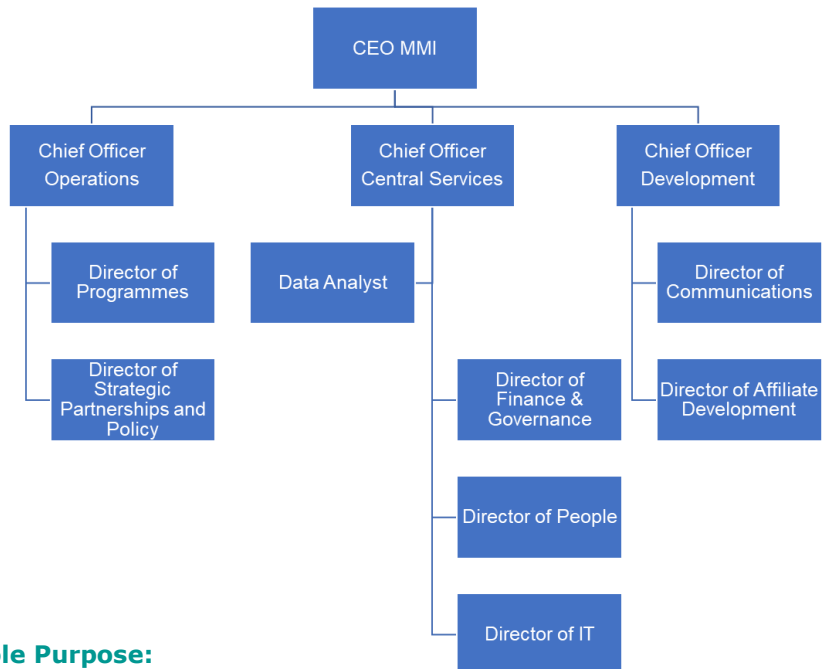
The Role



Job Title: Director of IT
Responsible to: Chief Officer – Central Services
Location: Mary's Meals Glasgow Offices*

*Whilst this role will be based in Glasgow there will be a requirement to travel to locations in which Mary's Meals programmes operate

Organisational Structure:



Role Purpose:

Reporting to the Chief Officer – Central Services, you will have overall responsibility for the strategic development and operational delivery of all IT services. As a key member of the Senior Leadership Team, you will be responsible for engaging at all levels across the organisation, but you will also be comfortable in a hands-on capacity, leading large and complex programmes of change.

Motivating and leading a multi-disciplinary IT team, you will have a broad knowledge of relevant technologies (applications and infrastructure), data analytics and IT security with experience developing and implementing strategies, policies and practices that promote best practice, ensuring exceptional service delivery and user experience.

Approaching challenges and issues with an inclusive and collaborative style, this critical role has a broad reach across the Mary's Meals Network, including Mary's Meals International (MMI), Programme Affiliates and National Affiliates. You will be a confident and inspirational leader, committed to the values and mission of Mary's Meals, comfortable working with a truly global remit, enabling the ongoing and sustainable growth of Mary's Meals.

The Role



Key Responsibilities:

Strategy, Planning & Reporting

- As a member of MMI's senior leadership team, work as a strategic partner to troubleshoot and develop strategies and policies to address departmental and organisational challenges
- Contribute to the preparation of the charity's strategic plan and the monitoring and reporting of progress against organisational goals and objectives
- Ensure that an appropriate IT policy framework is in place to guide the charity's decision making
- Develop and implement global IT systems across the Mary's Meals Network in support of the strategic plan
- Develop and implement an approach to process improvement and project management across the organisation and the Mary's Meals Network, ensuring successful delivery of all IT projects

IT Applications

- Manage, through the IT Applications Lead, the delivery of all applications services to the Mary's Meals Network across the key functional areas of CRM (including website integration), Feeding Programmes, Finance and HR (including L&D)
- Establish and maintain appropriate roadmaps and delivery schedules for major applications development (via specific projects) or minor application enhancements

IT Infrastructure

- Manage, through the IT Infrastructure Lead, the delivery of all infrastructure services to the Mary's Meals Network across the key areas of voice and data network management, end user device deployment and management, provision of print services, IT service recovery and IT security and compliance (including appropriate accreditation)
- Establish and maintain an IT service management capability to ensure that all incidents, recurring problems and support requests are managed in a repeatable manner and in line with expected service levels
- Work with Finance to ensure that ongoing investment in the IT infrastructure of the Mary's Meals Network is accurately costed and built into plans and budgets

Finance

- Ensure the appropriateness of the key assumptions for the IT budgets included in the charity's medium term financial plan and annual budgets and provide advice to senior leadership colleagues on these matters
- Contribute to the preparation of the charity's strategic plan and the monitoring and reporting of progress against organisational goals and objectives and to prepare the annual budget and forecasts

The Role



Managing Teams

- Lead and develop a high-performance team, promoting a culture of employee engagement, learning, development and empowerment to ensure job satisfaction and employee retention
- Ensure Personal Development Reviews (PDRs) are in place and provide coaching, mentoring, support and guidance to the IT team
- Manage key relationships across the Mary's Meals Network to ensure effective collaboration, particularly with Programme Country Directors and National Affiliate Executive Directors

Management of Self

- Keep abreast of relevant developments across the IT industry generally and within the not-for-profit sector specifically by liaising with senior IT staff in other organisations and through involvement in organisations such as the Charity IT Leaders networking group
- Continue to identify opportunities for own development
- Identify and implement opportunities for delegation and next tier development, actively managing succession planning within the IT team

Value Add

- Establish and maintain relationships with colleagues, donors, and partners and develop strong collaboration and support to Mary's Meals Programmes and National Affiliates
- Represent the Organisation externally as required, and appropriate, as a member of MMI's senior leadership team
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation, regulations and MMI policies
- You may be required to travel to locations in which Mary's Meals Programmes or National Affiliates operate as required

Key Relationships

Excluding the line manager and immediate direct reports, the following are key working relationships

Internal: Chief Executive Officer, Chief Officers, Senior Leadership Team, MMI Staff

External: Programme Affiliate boards & staff, National Affiliate Boards & staff

Candidate Profile

An inspiring, solutions focused and forward thinking leader with relevant experience gained within a complex, change-orientated environment, you will demonstrate a strong commitment to the values and overall mission of Mary's Meals

With a strong vocational attitude that shows competence, commitment and contribution to the global movement you will be an accomplished communicator and be able to build and maintain strong working relationships with a range of stakeholders



Key Experience / Knowledge

Essential

- Degree qualified in relevant subject, with significant post qualification experience in IT and a passion for technology
- A proven track record in building capacity and developing and leading high performing teams
- Significant experience at senior management level, including leading a multi-disciplinary IT department
- Proven experience of developing and implementing strategies, policies, procedures and translating these into action
- A track record of leading successful projects, implementing change programmes and leading business improvement initiatives

Desirable

- Experience working in an international environment

Personal Attributes

- A pragmatic person with the ability to work at every level to ensure key deliverables are met
- Self-motivated and driven to deliver results with excellent communication, mentoring and coaching skills
- Ability to prioritise tasks, develop clear plans and make decisions to deliver results
- Solutions orientated with strong influencing skills
- A strong vocational attitude that shows competence, commitment and contribution to the global movement
- Commitment to the vision and mission



Candidate Profile



Mary's Meals Competency Model

All employees should approach their role in line with the 7S competency model

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm 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 career • 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

Remuneration & Recruitment Process



Remuneration

Salary: £50,000-55,000 *

*Driven by the ambitious vision of feeding and educating all children around the globe and their deep commitment to service, Mary's Meals seeks to ensure as much money as possible goes directly towards feeding children. For this reason, they have established compensation bands across their organisation and the salary for this role will be capped at £55,000

Pension: Defined contribution pension (7.5% employer contribution)

Holidays: 34 days (including 9 public holidays)

Recruitment Process

Interested candidates should provide a tailored CV and covering letter to Sara Harrison at saraharrison@hamiltonforth.com

