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| Department: | Operations |
| Responsible to: | Executive Director |
| Location: | Republic of Ireland |
| Contract length: | Two Year Fixed Term |

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

Responsibility for supporting the development and implementation of the strategic and operational management for fundraising, cost management, data protection, governance, risk management, health and safety.

Lead, motivate and develop our people to sustain our strategy for growth, aligned to growing awareness and building relationships, including working collaboratively across the team and volunteers

Key activities

Leading and managing

- Manage, motivate, coach and support the team, providing a collaborative, delivery-focused and safe working environment
- Deliver support to the Executive Director, team and volunteer groups to maximise donations and strengthen the organisation
- Conduct monthly team one-to-one, hold regular team meetings to ensure clarity, priority, and engagement
- Organise Board and Audit and Risk Subcommittee meetings, scheduling, meeting room booking, and meeting information packs, including minutes
- Report monthly on
 - updates and trends to the budget
 - Volunteer group trends – monthly report to each group re donations
 - all sales force reports and insights
 - Website trends, donations linked to radio interviews or social media trends that work
 - Monthly review of the Risk Register, communicate with the management team regarding risk status
 - Monthly review of The Charities Regulator's website for impact changes.
- Lead by example, communicate effectively and accept personal responsibility.
- Resolve any day-to-day challenges with colleagues and 3rd parties
- Ensure teams have sufficient support to provide the agreed outcomes
- Liaise with the insurance company and other External providers as required
- Manage ahoc requests from Mary's Meals International
- Anything else relevant and appropriate specified by the Executive Director

Health & Safety

- Ensure the health & safety policy and procedures are implemented at all times, put into practice and are subject to review and assessment at regular intervals or as situations change.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues
- Support and collaborate with other departments/teams on managing their health & safety risks.

Data governance

- Support the operation of data governance, data quality, data retention and other controls to sustain the integrity of data for the organisation.
- Support the implementation and administration of data collection policies and methods.
- Provide guidance on data collection procedures and ensure compliance with all relevant legislation and guidelines.
- Support the team to ensure all data is cleansed and validated, as required.

Management Information

- Ensure information is retained and used in compliance with data protection policy and is managed on SharePoint with appropriate levels of security and access.

Financial

- Participate in the annual budget process, identifying additional expenditures and savings.
- Monitoring and reporting on agreed budgets and identifying potential overspends and underspends
- Prepare the annual audit file.

Self and team development

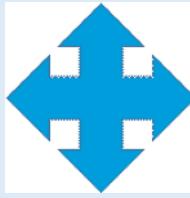
- Complete personal development reviews, including identifying any learning/training needs.
- Continue to identify opportunities for own development.
- Lead by example, communicate effectively and accept personal responsibility.

Other

Key relationships

Internal relationships:
- Executive Director,
Team, Chairman, &
Trustees
- Audit & Risk Committee
- Volunteers

Reports to:
Executive Director



External relationships:
Supporters, Insurance
Company, Auditor
MM International
-Finance
-HR
-Legal

Direct reports: Working Hours per week
Communications Officer 10 hours a week
Fundraising Administrator 26 hours a week
Fundraising & Grants Officer 15 hours a week
Supporter Engagement Officer 22.5 hours per week

What you need for this role:

| Qualifications, skills and experience | Essential | Desirable |
|---|-----------|-----------|
| Experience of managing budgets and accounts | ✓ | |
| Ability to solve problems and make decisions | ✓ | |
| A keen eye for accuracy and detail | ✓ | |
| Ability to plan projects and manage change to secure the improvement of resources and systems | ✓ | |
| Excellent communication skills with the ability to liaise with staff and volunteers at all levels | ✓ | |
| Ability to manage conflicting demands and changing priorities | ✓ | |
| Skills in the use of Excel to manipulate, analyse and create management information reports | | ✓ |
| Commitment to employee ownership and engagement | ✓ | |
| Competent in analysis and use of statistics | ✓ | |

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| Experience of using CRM systems | | ✓ |
| Experience in the use of office 365/SharePoint | ✓ | |
| Able to work flexibly including, working away from home, evenings and weekends. | ✓ | |

Mary's Meals Ireland competencies

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

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|--------------------|---|
| 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 |

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| | <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • developing • I build high performing teams • I ensure accountability • I am a catalyst for change |

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed. Such changes may be initiated as necessary 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.....