

A young girl with a joyful expression is eating from a bright green plastic cup. She is holding a blue spoon and looking off to the side. The background is slightly blurred, showing other people in a community setting.

mary's
meals

a simple solution
to world hunger

Recruitment pack for:

Fundraising Coordinator (Liverpool)

Mary's Meals UK

March 2019

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Welcome from our Executive Director

Thank you so much for your interest in joining the Mary's Meals family. As you consider making an application for the role of Fundraising Coordinator with Mary's Meals UK, I hope you find this pack helpful, encouraging and exciting.

In joining Mary's Meals UK, you would become part of a global movement of people who will simply not accept that any child should go hungry in this world of plenty. We are passionately driven by our simple belief that every child in the world deserves an education – and enough to eat.

From small beginnings feeding just 200 Malawian children in 2002, we are now reaching 1,425,013 children across 18 'programme' countries (including Malawi, Liberia, Zambia, Haiti, South Sudan and Syria) with a nutritious daily meal in school.

This meal not only meets the immediate needs of the hungry child, but it attracts children to the classroom where they can gain an all-important education. And we firmly believe that the children who are receiving Mary's Meals today can grow up – better nourished and better educated – to become the men and women who will lift their communities out of poverty and end their reliance on aid.



But none of this would be possible without the incredible generosity of our supporters all over the world, who give freely of their time, money, skills and prayer. In Malawi alone, we have 80,000 volunteers who rise early each day to cook and serve Mary's Meals to their children.

And, across Mary's Meals' dozen or so 'national affiliate' countries, in which we raise awareness and funds for our work (including the UK, USA, Austria, Germany, Ireland, Croatia and Canada) thousands of people amaze and inspire us every day with their 'little acts of love', spreading the word about Mary's Meals in their local communities and raising money to feed more children.

The UK, where we received the first-ever donations for our work, remains the country in which Mary's Meals raises the majority of its funds. And Mary's Meals UK, the organisation I am privileged to lead, is responsible for continuing to tell our story across Scotland, England, Northern Ireland and Wales; engaging and inspiring more and more UK volunteers and donors; and driving forward the unrelenting growth of the Mary's Meals movement on these shores.

We do this while working very closely and collaboratively with our colleagues at Mary's Meals International, the organisation which co-ordinates the global movement and directly manages our school feeding programmes.

The Fundraising Coordinator will play a key role in the stewardship and expansion of the Mary's Meals UK donor network and grassroots supporter base in the Liverpool area, contributing to the awareness of our work, vision and values, and helping to implement our overall UK fundraising strategy.

With 64 million children out of school around the world and a further 66 million attending school so hungry they're not able to concentrate and learn, our work is only just beginning. Will you play a crucial part in shaping the future of Mary's Meals UK, and with it, the lives of so many people who both contribute to and benefit from this incredible work of love, joy and hope?

I look forward to hearing *your* story.



Daniel Adams
Executive Director, Mary's Meals UK

- **Our vision** is 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** is 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.





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

View Mary's Meals' full statement of values here: <http://bit.ly/2oRy99Y>

Mary's Meals is a global movement that sets up school feeding projects in some of the world's poorest communities, where poverty and hunger prevent children from gaining an education.

Our idea is a simple one that works. We provide one daily meal in a place of learning in order to attract chronically poor children into the classroom, where they receive an education that can, in the future, be their ladder out of poverty.

The Mary's Meals campaign was born in 2002 when Magnus MacFarlane-Barrow, from Dalmally in Argyll, visited Malawi during a famine and met a mother dying from AIDS. When Magnus asked her eldest son Edward what his dreams were in life, he replied simply: "I want to have enough food to eat and to go to school one day."

That moment was a key part of the inspiration which led to the founding of Mary's Meals, which began by feeding just 200 children in Malawi in 2002. Today, 17 years later, we feed 1,425,013 hungry children every school day across four continents. The average worldwide cost for us to feed a child for a whole school year is just £13.90.

Where Mary's Meals is provided, there is a rise in school enrolment, attainment and attendance. Wherever possible, Mary's Meals uses locally grown food to support the local economy and help smallholder farmers.

We work extremely hard to keep our running costs low and to ensure that at least 93% of donations goes directly on our charitable activities. This is only possible because most of our work is done by an army of dedicated volunteers all over the world, who carry out lots of little acts of love on behalf of Mary's Meals.

Having been inspired, in part, by our founder's Catholic faith, this work is named in honour of Mary, the mother of Jesus, who brought up her own child in poverty. We consist of, respect and reach out to people of all faiths and none.

Counting on support from around the globe, Mary's Meals has registered national affiliate organisations, which raise awareness of our work, in more than 17 countries around the world. Funds raised by affiliates, including from Mary's Meals UK, are passed to Mary's Meals International, the organisation which co-ordinates our movement and directly manages the delivery of our school feeding programmes.



Mary's Meals Network

National Affiliates

	Australia Independent Affiliate		Austria Independent Affiliate		Belgium Independent Affiliate		Bosnia-Herzegovina Branch of MMI
	Canada Independent Affiliate		Croatia Independent Affiliate		Czech Republic Independent Affiliate		France Independent Affiliate
	Germany Independent Affiliate		Ireland Independent Affiliate		Italy Independent Affiliate		Netherlands Independent Affiliate
	Spain Independent Affiliate		Switzerland Independent Affiliate		United Kingdom Independent Affiliate		United States Independent Affiliate

	Mary's Meals International (MMI)
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Programme Affiliates

	Kenya Branch of MMI		Liberia Branch of MMI
	Malawi Subsidiary of MMI		Zambia Subsidiary of MMI

International Fundraising Groups

	Denmark Group		Poland Group
	Portugal Group		Slovenia Group
	UAE Group		

Programme Partners

	Benin Soeurs de Marie de la Médaille Miraculeuse		Ecuador Fundación Cristo Misionero Orante		Ethiopia Daughters of Charity Tigray		Haiti Hands Together, Caritas Hinche and Summits Education
	India BREAD		Kenya Caritas Lodwar		Lebanon Dorcas		Madagascar Grandir Dignement
	Myanmar Episcopal Commission for Education		Romania Rhema Foundation		South Sudan Diocese of Rumbek		Syria Dorcas
	Thailand Living Water Centre		Uganda Emmaus Foundation				

Mary's Meals UK (or 'MMUK'), a charity registered in Scotland, is the oldest entity in the Mary's Meals family – the original organisation established as 'Scottish International Relief' in the early 1990s, when our founder and global CEO, Magnus MacFarlane-Barrow, first became involved in international aid during the Bosnian Conflict.

Back then, Magnus was a simple salmon farmer who, along with his family, decided to do something to help those who were suffering because of the war.

They relied heavily on the generosity of local people in their village of Dalmally in Argyll, who relentlessly donated food, blankets and other items of aid, which were then stored in the family shed, before being driven out by Magnus to Bosnia-Herzegovina.

Though our largest office is now in Glasgow, that same shed – which continues to be filled, metaphorically at least, with the generosity of our supporters – still serves as the headquarters of Mary's Meals UK to this day.



About Mary's Meals UK

In January 2015, to recognise the incredible growth of the Mary's Meals movement around the world and to facilitate future growth in new countries, another entity – Mary's Meals International (or 'MMI') – was formed in the UK.

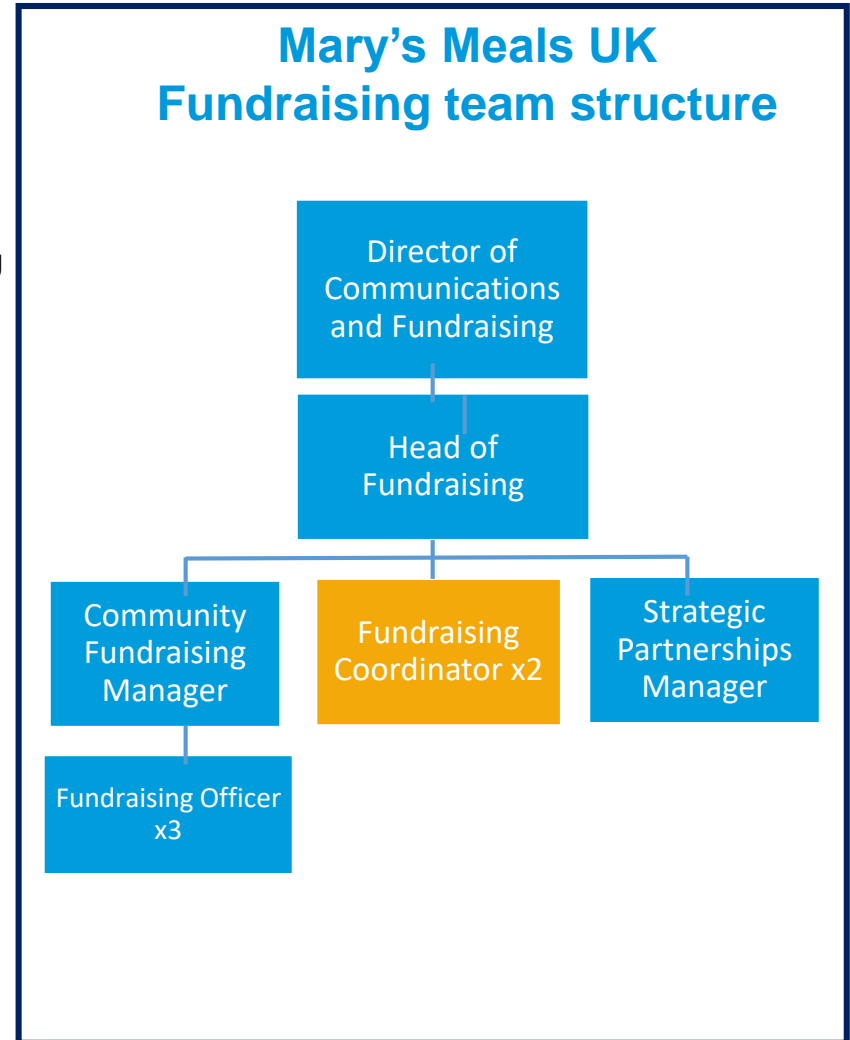
This new organisation assumed responsibility for directly delivering our programmes and for coordinating the growing number of Mary's Meals organisations around the world, aimed at either awareness-raising or programme delivery.

This structural change saw Mary's Meals UK become the global movement's largest fundraising organisation and enabled it to focus even more passionately on its mission to tell our story across Scotland, England, Northern Ireland and Wales, and empower more people to help us reach the next hungry child by offering their money, goods, skills, time or prayer.

Today, Mary's Meals UK raises awareness and funds under the direction of the Executive Director, and through the passion, commitment and dedication of our volunteers and staff, led by the Director of Communications and Fundraising, Director of Finance and Operations, and Director of Development (London). The organisation currently has staff in Glasgow, Dalmally, Leeds and London.



- Role title:** Fundraising Coordinator
- Location:** Liverpool (home based)
- Contract:** Full-time, permanent
- Salary:** c. 24,644 per annum
- Benefits:** Flexible working, 34 days' annual leave (including public holidays), and a non-contributory pension with employer contributions of 7.5%. For more information on what we offer, please visit: <http://bit.ly/2F9IVIQ>
- Reports to:** Head of Fundraising
- Key relationships:**
- MMUK:** Director of Communications and Fundraising team, including:
 - Regional Fundraising Coordinators
 - Communications team
 - Operations team
 - Finance team
 - MMI:** Affiliate staff and volunteers



Role overview

The Fundraising Coordinator will be responsible for enthusing and inspiring people from many different walks of life – from grassroots volunteers to corporate supporters, ensuring they feel motivated to contribute to our mission.

Moreover, the Fundraising Coordinator will be required to convert the significant potential for growth in Liverpool into tangible and visible results.

The Fundraising Coordinator will also work closely with the wider Mary's Meals team across the UK to ensure a consistent, integrated approach to all activities.

Key responsibilities

- To implement Mary's Meal's fundraising strategy in the Liverpool area (while following the Mary's Meals fundraising style) and adapt it, if necessary, to suit a local perspective.
- To support and facilitate the development of volunteer networks (including Community Ambassador recruitment) and fundraising groups across local areas.
- To promote, steward and maximise income through key fundraising campaigns such as, Sponsor a School, World Porridge Day and The Backpack Project
- To proactively develop thriving networks of Mary's Meals supporters in local churches through the promotion of church talks and appeals including Advent.
- To build relationships and facilitate fundraising within schools, colleges and universities.
- To build relationships with local groups and associations and proactively source speaking engagements for our volunteer Community Ambassadors.
- To manage a portfolio of local corporate partners and to proactively develop and deliver plans for securing new business income.
- To plan, organise and host Mary's Meals events, as required.
- To raise awareness of Mary's Meals by working with the Comms team to develop new media contacts and identify new opportunities.

Key responsibilities

- Maintain accurate records, analysing financial and non-financial data to monitor and improve performance and mitigate risk.
- Produce regular reports which measure the impact of key areas of work against pre-agreed goals – identifying strengths, weaknesses and areas for development.
- Deputise for senior managers at meetings and events, as required.
- To be an ambassador representing Mary's Meals at public engagements and supporter events, and where necessary delivering speeches or presentations.
- To be prepared to support our mission across north west England and to work varying hours including weekends and evenings.



Qualifications

- Degree level education in a relevant discipline or equivalent professional experience.

Experience

- Experience in a previous fundraising or marketing role.
- Experience of identifying and cultivating new business approaches.
- Experience of account management.
- Demonstrate evidence of devising, leading and delivering on complex projects with multiple stakeholders.



Skills

- Ability to work independently, be a self-motivator and possess excellent judgement.
- Possess advanced communication skills, both written and oral.
- Able to work and communicate effectively with people of all ages from a variety of backgrounds.
- Capable of tailoring key messages to different audiences, and comfortable in many different settings, from schools and churches to conference halls and boardrooms.
- Excellent organisational, prioritisation and time management skills.
- Ability to work effectively on multiple tasks simultaneously.
- Possess an analytical mind, with proficiency and experience in data analysis.
- Good project management skills, capable of liaising with multiple stakeholders.
- Prepared to travel within the UK on occasion.
- Good IT skills and administrative skills.

Mary's Meals employees approach their role in line with our 7S competency model:

1. Self

- I demonstrate resilience
- I lead by example
- I'm authentic and true to Mary's Meals values
- I develop myself and set stretching goals

2. Service

- 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

3. Simplicity

- 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

4. Stewardship

- 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

5. Strategy

- 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

6. Strengthen

- I contribute to a positive work environment
- I support those around me

7. Success

- I maintain my technical competence
- I contribute to the success of my team
- I ensure accountability
- I embrace change



How to apply for this role

To apply for the role of Fundraising Coordinator at Mary's Meals UK, please send a tailored CV and covering letter to: jobs@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals UK in this role, as well as giving a concise overview of your most relevant skills and experience, and should fill no more than one page of A4.

Recruitment timescales

Closing date for applications:
Wednesday, 17th April 2019

Please note: A second interview stage may be required.

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G41 1BS

London office
13 Hippodrome Place
Notting Hill, London
W11 4SF



“Together, let’s set out on this journey; one step at a time, one meal at a time, one child at a time.”

– Magnus MacFarlane-Barrow, Mary’s Meals founder