



IT Manager - Part Time

JOB DESCRIPTION

Salary	£21 p/h
Hours	7 hours per week with possibility to extend hours
Deadline	10am, 27th January 2025
Interview Date	6th February 2025
Responsible to	Senior Operations Manager
To apply	Complete attached application form and return by above deadline

Are you passionate about IT and looking for a flexible, impactful role with a charity? We are seeking a skilled and motivated IT Manager to join our team for 7 hours per week. In this vital role, you will oversee the charity's IT infrastructure, including hardware, software, and our website, ensuring everything runs smoothly to support our cause. Additionally, you will assist with the implementation of new accreditations, ensuring our organization is up-to-date with necessary technical standards.

This is a fantastic opportunity for someone who wants to use their IT expertise to make a real difference while working with a supportive and dynamic team.

For more information, or if you'd like to discuss the position informally first, including potential part time working, please contact admin.team@cayork.org

Key Responsibilities:

- Maintain and manage the charity's IT hardware and software, ensuring everything is in good working order.
- Administer and update the charity's website.

- Provide technical support and troubleshooting across the organisation.
- Assist in preparing for and obtaining new accreditations as required.
- Ensure data security and compliance with relevant IT standards.
- Work closely with other managers to understand and meet their IT needs.

Key Requirements:

- Proven experience as an IT Manager, IT Support, or similar role.
- Strong knowledge of IT hardware, software, and website management.
- Experience with accreditation processes and standards is desirable.
- Excellent troubleshooting and problem-solving skills.
- Ability to work independently and manage your time effectively.
- A passion for working in the charity sector and supporting the organisation's goals.

1. Professional Development

- 1.1. Keep up to date with legislation, policies and procedures relating to charity IT and attend appropriate training
- 1.2. Attend relevant internal and external meetings as agreed with your supervisor
- 1.3. Prepare for and attend supervision sessions / team meetings as appropriate.

2. Other duties and responsibilities

- 2.1. Provide briefings to relevant professionals to promote awareness of the service and to enable them to identify key advice issues for clients via our reporting systems
- 2.2. Contribute to monitoring and evaluation of the service to inform decisions
- 2.3.
- 2.4. Uphold the aims and principles of the Citizens Advice service, including promotion of equal opportunities and challenging discrimination
- 2.5. Abide by health and safety guidelines and share responsibility for own safety and that of colleagues
- 2.6. Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.