



Proclamation Trust

Candidate Information Pack

ICT Manager

'Lifelong Bible training partnership'

www.proctrust.org.uk

Our Vision:

The fundamental conviction underlying the work of the Proclamation Trust is that when the Bible is taught God Himself speaks, and His voice is heard clearly. Expository Bible teaching is vital to the life and growth of the church, so is at the front and centre of all we do.

We aim is to train Bible teachers, whether full-time, part-time or those doing it all in their spare time, so that they can teach it faithfully to others. We encourage one another to be faithful to the text and believe in a radical Bible-centricity.

We also offer a lifelong learning partnership and seek to provide a fellowship of like-minded evangelicals across the denominations for encouragement in an exacting work.



You can find out more about our vision and work on our website: www.proctrust.org.uk

The role:

For this key role, we are looking for an ICT manager with proven ICT technical and project management skills to maintain the current ICT systems and infrastructure and select and implement the most appropriate ICT systems and processes for future initiatives and developments.

The Manager will oversee the efficient and effective operation and planning of ICT infrastructure and the planning and transition from the existing systems and infrastructure, while providing hands-on ICT support to our staff. You will be responsible for all ICT hardware and software, servers, storage management, security, disaster recovery/business continuity. Previous experience of the systems and processes applicable to the 3rd sector would be an advantage. You will work with the Admin Team and report to the Chief of Staff.

In this role, you will be contributing in a real and meaningful way to our vision of training and equipping Bible teachers in the UK and beyond.

Core responsibilities



ICT:

- Understand and manage our information technology and computer systems, including CRM, accounts, attendance and donor management systems
- Design, develop, implement and coordinate new systems, policies and procedures as required and agreed by the executive team, and manage any transition necessary
- Ensure security and integrity of data, network access and backup/recovery systems; including our internal systems, any third party and supplier platforms/systems and any personal devices
- Act in alignment with user needs to contribute to organisational effectiveness, supporting all users in their adoption and effective use of ICT
- Support all users to deliver their ICT needs against the agreed standards
- Identify problematic areas and implement strategic solutions in time against an agreed budget
- Perform active regular reviews and audits of the ICT estate and recommend improvements
- Preserve assets, information security and control structures
- Manage annual ICT budget and ensure cost effectiveness

General:

- To participate in the daily staff prayer meeting & regular whole staff meetings.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- Comply with all Trust policies and procedures, including the Code of Conduct and those relating safeguarding, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the Proclamation Trust.

The successful candidate will have:

- Proven working experience as an ICT Manager or relevant experience, ideally within the charity sector
- Excellent knowledge of technical management, information analysis and the breadth of ICT systems/support relevant to an organisation of our size, ambition and sector
- Expertise in data governance, data security, data privacy and GDPR
- Hands-on experience with computer networks, network administration and network installation
- The ability to manage a direct and indirect team and deliver to user expectations
- Experience of accounting, CRM and donor database systems
- The ability to plan and prioritise competing tasks to meet deadlines
- The ability to present information clearly to different levels of management, non-finance stakeholders and board directors with appropriate detail
- High levels of professional integrity and enthusiasm
- Have a Christlike heart for Bible teaching and training

Not sure that you tick all the boxes?

While this job description is an outline of the ideal candidate, we would not necessarily expect one person to have all the skills and experience required. If you fulfil many of the criteria, with a willingness to learn through working alongside others, we would like to hear from you.

Application Process



Other information

Due to the nature of the role, it is a genuine occupational requirement that the post holder is a committed evangelical Christian who fully supports the objectives of the Proclamation Trust.

The Proclamation Trust is committed to safeguarding adults at risk, and children from abuse and neglect. We expect all staff who work with us to share this commitment.

The Proclamation Trust is a charity registered in England and therefore applicants must have the right to work in the UK.

Terms and conditions

- This is a part time role for 1-2 days per week. There is flexibility in how these hours are worked across the week.
- The salary will be in the region of £35,000 - £40,000 pro rata. This will be reviewed on an annual basis.
- Employer pension contributions of 5% of salary with the option for employee contributions.
- Death in service benefit of four times salary.
- 25 days holiday per annum pro-rata plus bank holidays & Christmas shutdown.
- The role is based at our offices in Elephant & Castle in London.

To apply

Please send us a completed staff application form ensuring that you explain how your skills and experience are relevant, and why you are the ideal candidate for this post.

Email: enquiries@proctrust.org.uk

Closing date for applications: noon on Monday 27th November

If you have any questions or would like to visit us, please contact Kate Peters via the email address above or telephone 020 7407 0569