



JOB DESCRIPTION

IT SYSTEMS LEAD

Job Title: IT Systems Lead and Trustee

Location: Remote

Linked to: Chair of Trustees
All Trustees
Treasurer
Communications Lead
Volunteers
Donors

Term of Office: Three years (extended to five maximum with support of executive)

Appointment: This is an unpaid voluntary role

Role Summary

Pectus Matters is seeking an experienced and proactive IT Systems Lead to manage, maintain, and evolve our IT infrastructure. In order to meet our goals as a charity, we want our IT infrastructure to be reliable, secure, and user-friendly. This is both a strategic and hands-on role that involves working alongside other Trustees and volunteers, whilst also ensuring the software we use supports our long-term organisational goals.

Main Duties and Responsibilities

- Oversee the day-to-day operation of the multiple IT systems used by Pectus Matters
- Develop and implement an IT strategy in line with the charity's mission and ongoing objectives
- Manage Microsoft 365 cloud platform
- Lead on the implementation of new systems, upgrades, and renewals
- Lead on the continual development and enhancement of the charity's website, to make it a success tool for donating funds and a useful resource for sharing information
- Prioritise Security and Data Protection, specifically in the development and maintenance of the charity's SharePoint site



- Provide support to Trustee's and volunteers with queries about IT systems and infrastructure
- Oversee volunteers working with specific software packages
- Work closely with other trustee's and volunteers to understand and meet their IT needs
- Communicate with external IT providers, consultants, and services desks as required

General responsibilities of a Trustee

As a Trustee, the IT Systems Lead has the following general responsibilities alongside those stated above:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds
- Ensure the Charity applies its resources exclusively in pursuing its objectives
- Ensure effective and efficient administration
- Safeguard the good name and values of the charity with ethical conduct
- Declare any conflict of interest while carrying out the duties of a Trustee
- Be collectively responsible for the actions of the charity and other Trustees
- Participate in other general tasks, such as interviewing new team members, helping with fundraising and structural decisions, as required
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting
- Remain informed about the activities of the charity and the wider issues which affect its work
- Exercise power in good faith to further the purpose of the CIO within reasonable skill with regards to knowledge and experience

Expectations of Jobholder

- Develop and maintain effective working relationships with other professionals.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up to date with current developments and legislation and best practice in respect of Charities.
- Be aware of and comply with Charity policies as well as individual charity policies and procedures.



- Be committed to safeguarding and managing associated risks.
- Ensure that the equality, diversity, and inclusion policy is adhered to and promoted in all aspects of the post holder's work.
- Demonstrate professionalism towards sensitive and confidential information.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended mandatory training as and when necessary.
- Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

Work Demands

- Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.
- Periods of concentration will be involved to ensure compliance documents are accurate and produced to a high standard.
- Ensure that strict confidentiality is maintained at all times.
- Requirement for attendance at evening meetings and occasional weekends.

Working Conditions

- Remote role but may require on site meetings and / or support to events / fundraising activities
- The role may involve dealing with challenging situations which can require conflict resolution.

Supervision and Work planning

- Meet regularly with Chair/CEO and/or Members, as appropriate, to discuss work priorities.
- The post holder will be expected to plan their own work and the work of others, balancing the priorities of different work streams.
- Workflows from Chair/CEO and is generated within the general routine.
- Specialist advice and support will be made available for more complex areas of work.

Supervisory responsibility

The post holder will be required to supervise volunteers. This level of supervision may fluctuate dependent on projects and planned events or activities.



Safeguarding responsibilities

This role may involve working directly with the public, vulnerable adults and children, and applies to our beneficiaries, Trustees, staff, volunteers, and all those who may encounter our charity via our fundraising work.

The Trustees of Pectus Matters are expected to promote an open, honest, safe culture where people feel confident and heard when reporting safeguarding concerns. These should be escalated to the relevant agencies in adherence with the regulatory and risk framework set out by GOV.UK (a 2022) <https://www.gov.uk/government/publications/risk-framework-charity-commission>.

Skills/Qualifications/Vetting

You will be expected to undergo a full Disclosure and Barring Service (DBS) check ahead of formal appointment as a trustee.

Person Specification

Job title: IT System Lead and Trustee

Criteria	Essential	Desirable
Qualifications	A good general standard of education.	Higher qualification related to IT.
Experience & Knowledge	<p>Experience working with/managing IT infrastructure for a company or organisation.</p> <p>Experience in web design and creating web-based solutions to meet a set brief.</p> <p>Knowledge and understanding of types of systems used by charitable organisations i.e. CRM, fundraising platforms.</p>	<p>Thorough knowledge of Microsoft 365 and SharePoint.</p> <p>Experience using Wix, Donorbox and JustGiving</p> <p>DBS certificate</p>
Personal skills	Good interpersonal and team working skills.	



	<p>Creative and ambitious attitude to work.</p> <p>Commitment to prioritising Security and Data Protection.</p> <p>Ability to, work under pressure, unsupervised, meet deadlines and achieve targets.</p>	
Values	<p>Commitment to Safeguarding and working in a way that promotes the safety of children and vulnerable adults.</p> <p>An understanding, acceptance, and commitment to the fundamental principles of a equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	<p>Aligned with and commitment to the values of Pectus Matters and their mission to improve pectus care in the UK.</p> <p>Personal experience of pectus conditions, either personal, professional, family or friends.</p>
Other	<p>Must be able to work at times convenient to the governing bodies, including evening meetings.</p>	