

Job Profile

Charity IT Leaders Co-ordinator

Reports to:	CEO
Works from:	Homeworking with some attendance at meetings and events. Physical meetings are most likely to be within the South East and will include at least 1 residential event per year.
Hours:	21/week – can be worked flexibly with prior agreement. Hours may need to be increased at peak times and will be paid as overtime by prior agreement.
Salary:	C£30,000 FTE

Application process

Deadline:	17:00 on Tuesday 30 November 2021
Type of application:	CV and covering letter outlining relevant skills and experience based on the key accountabilities and required skills
Interview process:	Interview via Microsoft Teams in December 2021

Background to role

This is a new role, created to support the CEO, as Charity IT Leaders (CITL) transforms its operational and governance structures during a period of growth and development.

The charity has expanded its reach and breadth of activities over the last two and a half years and is now looking to develop an operating model that will provide a flexible, responsive workforce, able to adapt to the changing needs of members, sponsors, the CEO and trustees.

This new role will be key in enabling the organisation to make this change, and to continue to support an increasing number of members, individuals and sponsors in leveraging the best outcomes from IT and digital for their organisations.

Purpose of role

The Co-ordinator will provide full administrative and events support to the charity to enable it to assist its members and deliver a full programme of events, meetings, content and other member benefits.

The role will also support the delivery of the sponsorship programme, as well as providing some administrative support to the CEO.

Diversity, equality and inclusion

Our CEO is openly neurodivergent and has long-term health conditions.

Charity IT Leaders is an organisation that embraces diversity and equality. We are seeking applications from individuals from varied backgrounds and with relevant transferable skills. We recognise that diversity and inclusion within our sector is not balanced and want to do more to welcome talented individuals from different backgrounds and with different experiences.

We can offer a high degree of flexibility to enable suitably skilled candidates to access the role. If you need adjustments made to support, you please speak with the CEO as we do not want this to be a barrier to employment.

Key accountabilities

This is a critical administrative, data management and events co-ordination role, working directly to the CEO to ensure the effective delivery of CITL's annual operating plan. Within this general framework, the role has specific accountabilities including, but not only:

Event co-ordination:

- In consultation with the CEO and the relevant trustee boards and committees, support in the delivery of the annual events programme, including external events supported by the charity. This may include, but is not limited to, sourcing and securing venues, creating and distributing marketing materials, following-up with suppliers and speakers.

Financial administration:

- Manage the day-to-day finances of the charity, including generating and processing invoices and payments, reconciliation of the monthly accounts against the annual budget and maintaining accurate financial records in line with CITL policies and procedures.

Communication:

- Support the CEO in the production and timely distribution of member materials including newsletters, event mailings, renewals mailings, member and prospect communications.
- Ensure that communications meet the charity's house style and brand guidelines, and that all relevant GDPR requirements are met.
- Support the CEO, in maintaining the charity's social media presence.

Membership Management:

- Support the CEO in the annual processes surrounding membership management and engagement including annual fee collection and communication.
- Ensuring members have access to the Charity's online resources including but restricted to the website and our MS Teams platform.
- Be a first point of contact for member enquiries, new and existing. Including onboard new members and supporting the new member acquisition process.

Data management:

- Working with the CEO, ensure that member, sponsor, and prospect data is kept up-to-date and according to GDPR requirements.
- Produce accurate, up-to-date reporting on membership, sponsorship, prospects, event attendance and other areas as required by the CEO or trustees.

General administrative and governance support:

- Support the CEO with inbox and diary management.
- Liaise with the CEO, Chair and Secretary to ensure that papers for trustee meetings are distributed in a timely manner and are accurate and complete.
- Provide clerking duties for the trustee meetings and AGM, producing accurate minutes and actions in accordance with the charities statutory and governance requirements.

This is not an exhaustive list of tasks and responsibilities but is intended to give an indication of the variation and broad remit of the role.

Required skills and abilities

- Well organised and with a good eye for detail.
- Able to effectively plan, prioritise and manage tasks.
- A self-starter, able to work independently with the confidence to ask for support when required.
- Flexible approach, and ability to adapt to changing priorities.
- An ability to communicate clearly and accurately in writing, in-person and remotely via Teams/Zoom.
- Able to tailor communications to different audiences with different levels of knowledge and understanding.
- Competence and confidence in using Office 365 and CRM systems.
- Experience of managing day to day financial processes.
- Experience of supporting the delivery of at least one of the following:
 - Events
 - Communications programmes
 - Membership development programmes
 - Corporate sponsorship relationships
- Experience of working with or for a charity or not-for-profit is helpful but not essential.

Additional information

The role will be primarily based at home, with an expectation that the post-holder will attend meetings and events as necessary, but always with sufficient notice.

CITL will provide a laptop and essential office equipment to enable the postholder to carry out their duties safely at home.