

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	IT Manager
DEPARTMENT:	IT
REPORTING TO:	Executive Director
JOB TYPE:	Permanent Full time – 35 hours per week
LOCATION:	Office based in Coventry
DATE ISSUED:	December 2023

1 MAIN PURPOSE OF JOB

The IT Manager role for Samaritan's Purse International (SPI) and Billy Graham Evangelistic Association (BGEA) blends strategic planning and execution. You will be responsible for identifying and driving holistic IT initiatives. In most IT projects, you will also be required to roll up your sleeves and execute the deliverables. You will manage a small team of IT resources. This role will liaise with SPI and BGEA international headquarters (IHQ) IT staff to complete strategic initiatives.

2 POSITION IN ORGANISATION

- Reports to Executive Director
- Collaborates closely with multiple departments across SPI & BGEA and IHQ
- Data Manager and IT Support Analyst report into IT Manager

3 PRINCIPAL RESPONSIBILITIES

- Holistic and Strategic IT visioning and execution
- Project Management
 - Internally generated projects
 - Strategic IHQ initiatives
- Cyber Security and Risk Management
- Data Protection Regulation Compliance
- Data Management and Governance
- IT Budgeting
- Application Management
 - Ensure that departments have appropriate software solutions
 - Ensure that internal and/or external support is in place for all software
- IT Operations Management
- IHQ IT Liaison
- You may be called upon to assist SPI in its collaboration with the BGEA Ltd

As Job Descriptions are for guidance and evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.

4 OTHER DUTIES

- Such other duties as management may reasonably require.
- Attends, participates, and sometimes leads daily morning devotions and provides prayer support for the ministry, donors, and volunteers.

5 OCCUPATIONAL REQUIREMENT

- In accordance with the Equality Act of 2010 and due to both the nature and context of the role there is an 'occupational requirement' for the post holder to be an evangelical Christian. The job holder should be committed to the purpose of SPI and be able to demonstrate enthusiasm for the Christian purposes of the organisation and be able to live out, hold to, support, and contribute to its Christian ethos.

As Job Descriptions are for guidance and evolve over time, Samaritan's Purse International will review, amend, and update the Job Description, from time to time in consultation with the post holder.

PERSON SPECIFICATION

JOB TITLE: IT Manager

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Education	Educated to ONC, A-level or Scottish Highers or equivalent. Minimum of Grade C in Maths & English GCSE.	Degree in an IT related subject

EXPERIENCE	ESSENTIAL	DESIRABLE
Relevant and demonstrable experience	<ul style="list-style-type: none"> At least 5 years of proven management of people and projects in the workplace. At least 5 years of data management experience 5 years of IT management experience 	

SKILLS	ESSENTIAL	DESIRABLE
Leadership and Interpersonal	<ul style="list-style-type: none"> Excellent leadership and influencing skills with a wide variety and diversity of people. Able to provide staff with clear direction and motivation, and appropriately delegate work. Builds wide and effective networks of contacts inside and outside the organisation, relating well to people at all levels. Able to lead out spiritually in the IT department. Coaching and mentoring staff. 	
Organisational Skills	<ul style="list-style-type: none"> Excellent planning and project management skills to conduct or coordinate research, analysis, and proposals, and implement agreed outcomes in a timely way. Able to plan strategically and align and integrate department's activity to the agreed organisation-wide ministry 	<ul style="list-style-type: none"> Sets high standards for quality and quantity. Consistently achieves project goals, working in a systematic, timely and accurate way.

	<p>plan.</p> <ul style="list-style-type: none"> • Very good attention to detail including ability to analyse and interpret data and information, produce workable solutions to a range of problems, and coordinate functions within deadlines. 	
Communication	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. Able to express oneself clearly in conversations and with internal and external contacts and in written communications: emails and reports. 	
Literacy & numeracy	<ul style="list-style-type: none"> • Creates and communicates effective quantitative and qualitative metrics and manage budgets. 	
IT Skills	<ul style="list-style-type: none"> • Blend of hardware and software management • Experienced with all relevant Microsoft Office packages e.g. Word, Excel, Outlook, PowerPoint. • More advanced competency in database use, management and reporting. 	<ul style="list-style-type: none"> • Experience in IT operations in a virtualised environment e.g. VMWare • Systems administration experience of Microsoft Windows servers and PCs • Some exposure to web applications development using a modern programming framework. • SQL query writing skills • Experience of using a data visualisation tool to provide relevant actionable insights

ATTRIBUTES	ESSENTIAL	DESIRABLE
Commitment to purpose of organisation	<ul style="list-style-type: none"> • Can demonstrate enthusiasm for the Christian purposes of the organisation. • Able to support and promote the organisation's Christian ethos. 	Gifted in spiritual leadership; able to discern God's leading, confidently understand and explain the Bible and

		mobilise others to pray.
Occupational requirement to be a committed Christian	<ul style="list-style-type: none"> • Demonstrates a personal Christian faith. • Seeks to commit matters to prayer. 	
Work approach	<ul style="list-style-type: none"> • Works productively in a high-pressure environment. • Maintains a positive outlook. • Uses initiative and proactively identifies what needs to be done. • Handles feedback and criticism well and learns from it. • Maintains a strong Christian witness to colleagues, volunteers, suppliers, donors and the general public. 	

CIRCUMSTANCES	ESSENTIAL	DESIRABLE
Travel	<ul style="list-style-type: none"> • Approx. 3 weeks UK or international travel per year. 	