**Head of IT Strategy (0.6 FTE)**

**Summary of role:**

The Head of IT Strategy will lead the development and implementation of the organisation’s strategy and operational plans to support longer-term evolution and development of the organisation and its work ensuring that the organisation can achieve effective productivity. This will involve focus on the organisation’s IT and technical infrastructure.

They will manage in-house and outsourced operations to ensure operations are resilient, effective, and offer good value for money. They work with other senior staff on strategic planning, ensuring that staff are all aware of operational best practices and implementing new technologies.

This is a new fixed term role. During the contracted period the post holder will be expected to advise on future options for effective and efficient management of the Trust’s IT requirements.

Salary £50,000- 55,000 FTE depending on experience

Fixed term (9 months)

Reporting to: Director of Finance and Operations

**Main duties:**

* Have lead responsibility for developing and delivering the Trust’s IT strategy
* Manage in-house and outsourced IT operations to ensure that they are secure and effective
* Review existing IT policies, and make recommendations for improvement where appropriate
* Work across the organisation to plan and implement IT and data improvement projects to meet organisational needs
* Work across the organisation to understand how improved IT can support greater productivity to maximise outputs and improve processes and policies in support of organisational goals
* Assist in the development of wider strategic plans for operational activity
* Prepare reports and deliver updates to the Senior Management Team and the Audit and Risk Committee as required
* Work with the Director of Finance and Operations to implement audit recommendations relating to IT
* Contribute to the effective delivery of the Trust’s Business Continuity Plan; working with the Head of Finance and key business system leads.
* Initiate ideas and collaborate with colleagues to undertake appropriate work to promote the Trust, build relationships with a range of stakeholders and pursue ways to add value to the Trust’s grant making.
* Contribute to the Trust’s development by being alert to, and developing a good understanding of, relevant issues relating to the Covenant, the voluntary sector and grant making.
* Manage own workloads and collaborate with colleagues on shared tasks and projects, to ensure milestones and targets are met. Any other duties as reasonably expected.

The Trust welcomes applications from across the UK. Unfortunately, we’re not able to offer this opportunity to anyone living outside of the UK mainland. This is a home working role and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential equipment will be provided). Attendance at occasional meetings or awaydays will be expected – these could be in London or elsewhere in the UK.

This is a part-time role – for the equivalent of 3 days a week. As a flexible employer, we are open to exploring how those 3 days can be delivered across the working week.

**How to apply:**

Applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and a CV. Please also indicate how soon you might be available to start if your application is successful.

**Timeline**

Applications should be submitted via our recruitment portal at <https://system.citrushr.com/Job?uid=seuzvhcakioaerbfuhsr> by 9am on Monday 16 September. Shortlisted candidates will be invited to attend interviews which are expected to be conducted either the same week or the following week by video conference. We reserve the right to close applications early if a suitable candidate is found.

We recognise that we’re a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide. We’re not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don’t think you meet all the skills criteria listed in our job descriptions, we’d still like to hear from you.

We are an equal opportunities employer. If you require any additional support or reasonable adjustments at any stage of the recruitment process, please let us know via info@covenantfund.org.uk and we will do our utmost to accommodate you.

**Person specification**

Essential:

* At least 3 years’ experience of managing IT delivery issues in a not-for-profit or public sector environment.
* At least 3 years’ experience of managing contracts and budgets including commissioning services.
* Significant experience of delivery of IT projects; including work with outside providers, external or outsourced IT provision and working with technical experts
* Experience of IT governance and implementing areas of good practice
* Experience in developing and implementing IT strategies designed around the needs of the organisation
* Excellent understanding of good practice in IT security and information management
* Significant project management experience with evidence of successfully delivering small to medium sized projects
* Ability to use judgement in analysing written and financial information.
* Experience of preparing and delivering reports for Boards or other senior stakeholders
* Experience of working with internal auditors or external assurance providers
* Excellent MS Office skills (Word, Excel, Powerpoint) and experience of using databases.
* Excellent organisational and administrative skills.
* Ability to multi-task, work in a dynamic environment and remain calm under pressure.
* Ability to deal with sensitive and/or confidential information.
* Excellent written and verbal communication skills with the ability to engage with stakeholders at all levels and bring people along with new ideas and initiatives.
* Ability to work independently as well as in a team.

Desirable:

* Some experience or working for, and understanding of, the public, voluntary and/or small business sector
* Experience of Customer Relationship Management Systems (the Trust uses specialist BBGM grant management software)
* Evidence of interest in and commitment to the work of the Trust.
* Personal knowledge or experience of the Armed Forces community.