

IT Systems Manager

Part Time 21 hours per week

Job Description

PURPOSE

Our diocesan vision is for 'Growing in God', supporting churches to flourish and make a difference within the communities they serve. This will be achieved through investing in increasing the depth and confidence amongst existing church people, to enable numerical growth, particularly amongst a younger demographic.

The efficient, secure and effective use of IT systems is integral to; maintaining excellent two-way communication with parishes; measuring, monitoring and reporting progress towards our goals; utilizing data to enable robust decision-making; minimizing manual and dual input of data and maximizing the use of central resources.

The IT Systems Manager will have technical oversight

KEY CONNECTIONS

- Communications Manager
- Strategic Programme Manager
- Data Analyst
- Other Diocesan support teams
- Parish Officers (Volunteers)
- National Church Research and Statistics Team and any specific Systems User Groups
- NCI Data Services Team (review strategy across the organisation for IT systems)

RESPONSIBLE FOR

Data Analyst

KEY TASKS

- Be the primary contact and manage any external contract support of IT systems, leading procurement and regular review as required by the Finance Director as Head of IT.
- Manage the process of ensuring all data systems are joined up with oversight of the continuous evaluation and improvement of IT systems, and their integration, in meeting business needs, liaising with suppliers and colleagues to seek solutions.
- Be the Administrator of the diocesan contact management system [CMS] and be the diocesan representative on the national User Group.
- Support staff with the use of IT systems, to maximise benefits and efficiency, developing convention and providing training as required.
- Support the research, development, procurement and implementation of any new IT systems and technologies applied for collecting, processing and analysing information.
- Work with others to ensure the secure and legal retention of all information, with particular regard to GDPR and National Church guidance.

- Managing relationship with Radius, including sourcing of new Mobile phones and SIMs
- Business Analysis of internal processes, mapping to internal systems and tools
- Supervise Audio Visual facilities in SNC
- IT Support for outside conferences, eg Synodd, Giving Conference etc
- Any other project work or duties as may be required.

PERSON SPECIFICATION

Qualifications/Knowledge and Experience

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Relevant degree or equivalent • Knowledge of the fundamentals of IT Strategy and Operations. • Experience of procuring, implementing and managing IT systems and networks. • Knowledge and experience of administering Microsoft Office 365, including Teams and Sharepoint. 	<ul style="list-style-type: none"> • Experience of working in a business development or customer-focused environment
<ul style="list-style-type: none"> • First-hand knowledge and experience of managing and using of databases. 	<ul style="list-style-type: none"> • Knowledge of Church structures
<ul style="list-style-type: none"> • Experience of working both collaboratively and independently on a variety of projects at any one time towards common goals. 	<ul style="list-style-type: none"> • An understanding of GDPR and Data Protection.
Skills and Abilities /Aptitudes	
<ul style="list-style-type: none"> • Excellent organisational skills and ability to manage and prioritise a variety of competing demands. 	<ul style="list-style-type: none"> • Understanding and supportive of the work and mission of the Diocese, and the importance of good systems, processes and information in serving it.
<ul style="list-style-type: none"> • IT proficient with the ability to learn new systems quickly and effectively. 	<ul style="list-style-type: none"> • Thrives working in a busy environment.
<ul style="list-style-type: none"> • Excellent interpersonal skills and enthusiasm to develop effective working relationships with a broad range of internal and external stakeholders, demonstrating good diplomacy skills. 	<ul style="list-style-type: none"> • Working with volunteers.
<ul style="list-style-type: none"> • Able to be innovative and an 'out-the-box' thinker when seeking solutions to often complex enquiries or problems. 	
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Self-motivator, comfortable working independently and happy to collaborate as needed 	<ul style="list-style-type: none"> • A desire to understand the context and purpose of the information received and analysed.

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 443 parishes, 18 deaneries with 476 churches and around 115 stipendiary clergy. It serves approximately 631,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in line with our Values of Respect, Transparency, Quality and Support.

Salary	The post is Band B of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales pro-rata £23,000 to £24,000 (£39,000 to £40,000 full time equivalent)
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part-time, 21 hours per week Monday to Friday worked flexibly by agreement. TOIL (time off in lieu) is applicable for any evening and weekend working to be agreed with the line manager.
Holidays	Pro rata equivalent of 25 days paid leave, public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation two weeks and thereafter one month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ (except job share where location might be split across the Diocese)

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informed conversation please contact: Nigel Cook on

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: 25th April 2025

Interview Date: 6th or 7th May 2025