JOB TITLE: IT MANAGER

JOB SUMMARY

Oversee and manage the IT systems and support Office 365 services of the Association
Control and evaluate the Association's IT and electronic data operations
Responsible officer for data protection

RESPONSIBLE TO

National President

DIRECT REPORTS

IT Committee

RESPONSIBILITIES AND DUTIES

- Manage and support Office 365 services including Exchange Online, SharePoint Online, Teams, and OneDrive.
- Oversee the member login system, ensuring robust security and efficient access for all users.
- Collaborate with external support companies and developers to resolve issues and enhance system functionalities.
- Monitor system performance and ensure optimal operation of the Office 365 environment and CAS
- Manage user accounts, permissions and licenses, ensuring compliance with 41 Club policies and industry standards.
- Manage user accounts, permissions in the CAS system
- Implement and maintain security policies, data loss prevention, and compliance measures within the Office 365 framework and CAS.
- Ensure security of data, network access and backup systems
- Provide training and support to users on Office 365 applications and the member login system (CAS).
- Stay current with the latest updates and features in Office 365 and related technologies.
- To work with the Management Board and National Council to propose changes to improve the organisation's IT platform
- Participate in and attend all National Council & Board Meetings, providing a written report to the National Secretary of activities prior to each meeting as required

PERSON SPECIFICATION

Skills and Knowledge

Essential

- Excellent interpersonal and communication skills, and ability to build rapport and credibility with a wide range of stakeholders both internal and external to 41 Club.
- Proven experience as an Office 365 administrator or similar IT support role.
- Strong understanding of Office 365 services and user management.
- Familiarity with cloud services, cybersecurity practices and IT infrastructure.
- Excellent problem-solving skills and the ability to work with cross-functional teams.
- Confident in liaising with members and National Councillors to ensure best practice is shared.

Desirable

- Confident in liaising with members from all over the world
- Confidence to deliver training to members as required.

Key Activities

- As a member of the Management Board implement decisions made by the Council/Members and carry out the business of the Association
- Forward planning for the future of the Association with relevant technology advances.