



IT and Systems Coordinator

Job Title: IT and Systems Coordinator

Salary: £26,000 - £28,000 pro rata, subject to skills and experience

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Data and Impact Manager

Location: Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 25 hours per week

Flexible working possible. Working schedule to be agreed with the post holder.

[This is a 1 year fixed term contract, with the potential to increase or extend or increase hours]

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.

Role purpose

Oxfordshire Youth is looking for an enthusiastic IT and Systems Coordinator to join the team and offer effective IT and Systems support across the organisation. The IT and Systems Coordinator will play a critical role in managing and supporting the organisation's IT and Data Management infrastructure.

This position involves coordinating and optimising the use of IT and Systems technologies across the organisation to ensure effective, efficient, and smooth delivery of service provisions for Young People and the Sector. The post holder will have a strong understanding of relevant IT, Data Systems, and CRMs, as well as excellent problem-solving and interpersonal skills.

Key responsibilities

- Maintain, manage, and support the organisation's IT and Data Management infrastructure.
- Work with project leads to ensure the smooth, consistent, and efficient use of IT systems and data management platforms across Oxfordshire Youth
- Ensure data collection systems are appropriate and incorporate the complexity of project delivery and the needs of service users
- Manage data systems and support with the analysis, presentation, and reporting of data and findings in an accessible, interactive, and interesting way
- Work with the Data and Impact manager to ensure projects meet internal and external reporting requirements
- Support and develop the learning culture throughout Oxfordshire Youth, maintaining regular organisation-wide internal reporting and analysis
- Ensure all systems and data management processes are GDPR compliant, keeping up to date with legislative changes
- Offer some general in-house IT support: update records, support new starters and facilitate training needs

Our Culture

Everyone at Oxfordshire Youth agrees to:

- Have an unwavering commitment to Oxfordshire Youth's vision, mission and values
- Attend meetings reliably and participate fully, including being an active listener
- Ensure that all work is carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- Undergo training that will enable personal and professional development
- Undertake any other relevant duty related to the further development, promotion, and sustainability of the organisation as set forth by your Line Manager and/or Senior Leadership Team

- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- Minimum two years of relevant experience, for example in a coordinator or project management role
- Demonstrable experience managing, reporting and presenting on large data sets
- Experience working with AI or similar visualisation tools for the presentation of data
- The ability to critically engage with data, presenting it in an accessible and interactive way
- The ability to support the design, implementation and management of data and IT systems to meet Oxfordshire Youth's needs
- Proficient IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- Strong planning, prioritisation and organisational skills
- The ability to offer in house IT support and training to staff and volunteers at Oxfordshire Youth
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- An unwavering commitment to Oxfordshire Youth's vision, mission and values
- Integrity and discretion when dealing with sensitive information

- A commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practise
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset , taking accountability for the quality of your work and responsibility for improving your knowledge and skills

Other desirable skills

- Proficiency in a range of online digital tools for project management and reporting such as Lamplight, Inform, and others
- Previous experience offering IT or technical support
- Previous experience working in the not-for-profit sector

Closing date for applications: 01/10/2024

Interviews to be held: Week commencing 7th of October 2024

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