Job Description: IT Manager

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. It:

- **invests** in those countries and sectors with the greatest incidence of modern slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal and Thailand.

About the position

This is an exciting opportunity for an ambitious individual to increase the effectiveness and impact of a non-profit working to improve the lives of millions of the most vulnerable people around the world.

This is a new position, supporting the Freedom Fund globally. Reporting to the Senior Manager of HR and Operations, the IT Manager will be responsible for the management and strategic development of the Freedom Fund's IT and cyber security policies and processes, and provide support on existing infrastructure and software.

The successful candidate will act as point of contact between the organisation and (internal & external) support services for day-to-day operational activities, this role will help define and take responsibility for the delivery of technology solutions, coordinating with core service providers to ensure continuity of service.

Responsibilities

Internal IT support

- Serve as the in-house IT expert for the global organisation, providing ongoing IT support.
- Work with all departments to ensure they are sufficiently and appropriate equipped with IT resources and that there is consistent maintenance and management.
- Manage all physical IT assets and infrastructure.
- Manage the IT budget.
- Set up and onboard new starters, training new staff on all core organisational IT systems.
- Design and run ongoing training for Freedom Fund staff on secure communications and cyber security.

Manage IT infrastructure

- Support the administration of key IT systems such as Business Central (our accounting software) and Salesforce (our Customer Relationship Management software).
- Lead and deliver the implementation of our Grant Management System, creating the necessary training materials and providing ongoing administration.
- Review existing IT infrastructure, systems and procedures, adopting secure practices to meet the strategic needs of the Freedom Fund.
- Liaise with external IT service providers
- Conduct horizon scanning and market research to outline new IT solutions that will improve current and future business capability and encourage innovation.

Manage data and cyber security

- Determine sources of potential cybersecurity risks and put together a risk management plan
- Provide plain language advice to management on IT risks and mitigation strategies

Policy and compliance

- Oversee periodic IT audits
- Ensure IT systems, policies and procedures are both legally compliant, and compliant with organisational policies.
- Ensure IT and cyber security policies are maintained
- Ensure IT assets and data are appropriately protected in any agreements with third parties.

Qualifications and experience

- At least five years of professional work experience providing guidance and support on IT and cyber security matters across an organisation, with preference given to candidates who have worked within in the international development sector.
- Proven track record of implementing new process and policies into an organisation
- Up-to-date knowledge of data protection regulations and best practice
- Outstanding written and verbal communications skills in English, ability to use 'plain English' in explaining complex concepts and to present information in succinct ways
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund.

Personal attributes

- Excellent verbal and written communication
- Strong project management skills
- Strategic thinker with ability to bring structure in the development of new concepts
- Flexible, "can-do" attitude
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction

Compensation

- £42,142 - £43,251 per annum (dependant on experience)
- 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle scheme available.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'IT Manager' in the subject line before **9.00am BST** on **Thursday 11th August 2022.**

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please**.

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in the UK or US.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC] which highlights any connections to terrorism or trafficking. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.