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**Job Description: IT Trustee**

We’re looking for an IT professional to join our Board and provide thought leadership on our digital and IT strategy, including guiding us through Cyber Essentials to keep our workforce and users safe in regards to cyber security.

We are the UK's only charity ski slope. We are a volunteer led, community run social enterprise organisation who use snow sports as a mechanism for positive health, well-being, and social change in our local community. Our profits are reinvested to support our community by providing access to personal development, employability and training opportunities.

Our Business Planning process and skills analysis has identified a gap in Digital / Strategic IT development which we require to help us ensure that we are able to develop / expand our essential services in an increasingly digital age.

We value diversity and inclusion and the benefits this brings. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds.

Previous experience as a Trustee is not essential and we are committed to investing in training and support for candidates at the start of their trustee journey or have additional needs we can support to ensure they can contribute fully.

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that the charity fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

Join us and you’ll be part of a small charity with big objectives.

**Remuneration**: This is a voluntary, unremunerated role. All meetings are held via MS Teams. Reasonable travel expenses to any in-person meetings are covered.

**Term:** up to 2 years with an option to extend.

**Time commitment:** Attend board meetings and sub-committee meetings as necessary, virtually. On an ad hoc basis, to work with the Chair of Trustees, other Board members and the CEO, outside of the Trustee meetings, to support and develop the IT strategy.

**Reporting to:** Chair & Board of Trustees

**Required Background:** A background in Digital/IT at a strategic or senior level.

**Role Summary**

As our IT expert, you will work alongside the Chair, Chief Executive and any external IT support company we use to:

• Ensure our IT operating systems and equipment are fit for purpose

• Advise how we can use technology to improve our service to our users

• Translate the risks and opportunities of IT for other trustees

• Take the lead in evaluating IT related proposals for the Board.

**Person Specification**

* Demonstrable experience of delivering IT and business change management
* Experience of IT strategy planning and execution
* A good understanding of cyber security
* A good understanding of Microsoft 365 multi-factor authentication
* Experience of business continuity and disaster recover planning
* A good understanding of risk management

**Main Responsibilities of an IT Trustee in partnership with the CEO**

* Contribute to Board meetings and sub-groups where necessary and to make sure it is carried out in a legal, honest, and accountable ways.
* Help ensure that the Charity has the digital and IT capabilities that they need to implement the strategy.
* Translate the risks and opportunities of digital and IT for other trustees, to enable the board as a whole to engage in an informed way
* Take the lead in evaluating proposals for digital/IT projects for the board, setting goals and implementing strategies to achieve them.
* Develop an IT strategy with clear KPI’s, mitigations and evaluation.
* Contributing your vast knowledge of IT, best practice, and strategies.
* In partnership with the CEO, report to the Board at a strategic level on the successes and challenges of the IT strategy.

**Experience and Commitment:**

* Demonstrable and practical experience of delivering transformational change to business technologies and processes, to deliver cost savings and service improvements for customers.
* Experience of current agile project management practices, open source, cloud platforms and digital services.
* Strategic vision, sound and independent judgement.
* Ability to communicate persuasively and a willingness to speak their mind.
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
* Understanding and commitment to equality, diversity and inclusion with the ability to bring diverse perspectives to the Board.
* A proven track record of sound judgement and effective decision making.
* A history of impartiality, fairness and the ability to respect confidences.

**Knowledge, skills and understanding:**

* Commitment to the Charity and a willingness to devote the necessary time and effort. .
* Willingness to be available to colleagues for advice and enquiries on an ad hoc basis.
* Good, independent judgement and strategic vision.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.

**The statutory duties of a Trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the Charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.