ICA seeks Information Technology expertise

About us

Established for 35 years, **Islington Chinese Association (ICA)** is a London based Chinese charity promoting social cohesion within the Borough of Islington, across the UK, and beyond. We operate a small community centre in Archway and are committed to providing a variety of outstanding services for the benefit of the community, in particular being mindful of the needs of the disadvantaged in society.

We are looking for IT expertise to join the Board of Trustees, - analysing ICA's systems and assets, recommend and implement solutions and provide training to the staff team ensuring that ICA's management is robust and conforms with Charity Commission guidelines.

Main Duties and Responsibilities

- Analyse IT hardware, software, network and security requirements for a small organisation staffed entirely by part time employees using PCs and Google workspace

- Support the CEO in identifying and procuring IT solutions, upgrades and training requirements

- Monitor the administration of network drives checking that appropriate levels of authorisation are functioning and secure

- Advise the Board of Trustees on optimal ways to sustain the drive to taking contactless payments and other digitalisation efforts

- Oversee the development and enhancement of electronic record keeping and integrating new systems with existing paper records

- Encourage the staff team to enhance member services / member experience through improvement of the community centre's subscription renewal and booking systems

- Support the CEO in ensuring that protocols and operating procedures are documented, access controls are tracked and that licence agreements are up to date

- Develop and execute disaster procedures and maintain data backups

- Contribute to the overall strategy of the organisation, in particular the potential impact of strategic plans and feasibility studies
- Work alongside other trustees in areas beyond IT systems, to ensure the ongoing health and development of the organisation

Skills you need

- Solid experience in network maintenance, with expertise in documenting and testing IT solutions
- Strategic vision and independent judgement working within a team of trustees

Time Commitment

- Under normal circumstances there are quarterly board meetings but in 2021 the Board will meet 6 times a year, with informal meetings/online discussions in between
- During your initial months on the Board the necessity of informal meetings online is likely to be greater
- Participate in other tasks as they rise from time to time, such as interviewing new staff, helping with staff appraisal etc

What's in it for you

- ICA's trustees all work on a voluntary basis. There is no monetary remuneration
- This role will suit an IT manager who enjoys skill sharing with like-minded professionals in a small and friendly board
- You learn to take an interest in the Chinese community of London, Chinese new arrivals in the UK, their sense of fun and their cultural pursuits
- As an active member of ICA you begin to associate with people across all walks of life, and join them in juggling your language skills

    Please reach out your helping hand to vicechair@islingtonchinese.com