

JOB DESCRIPTION & PERSON SPECIFICATION

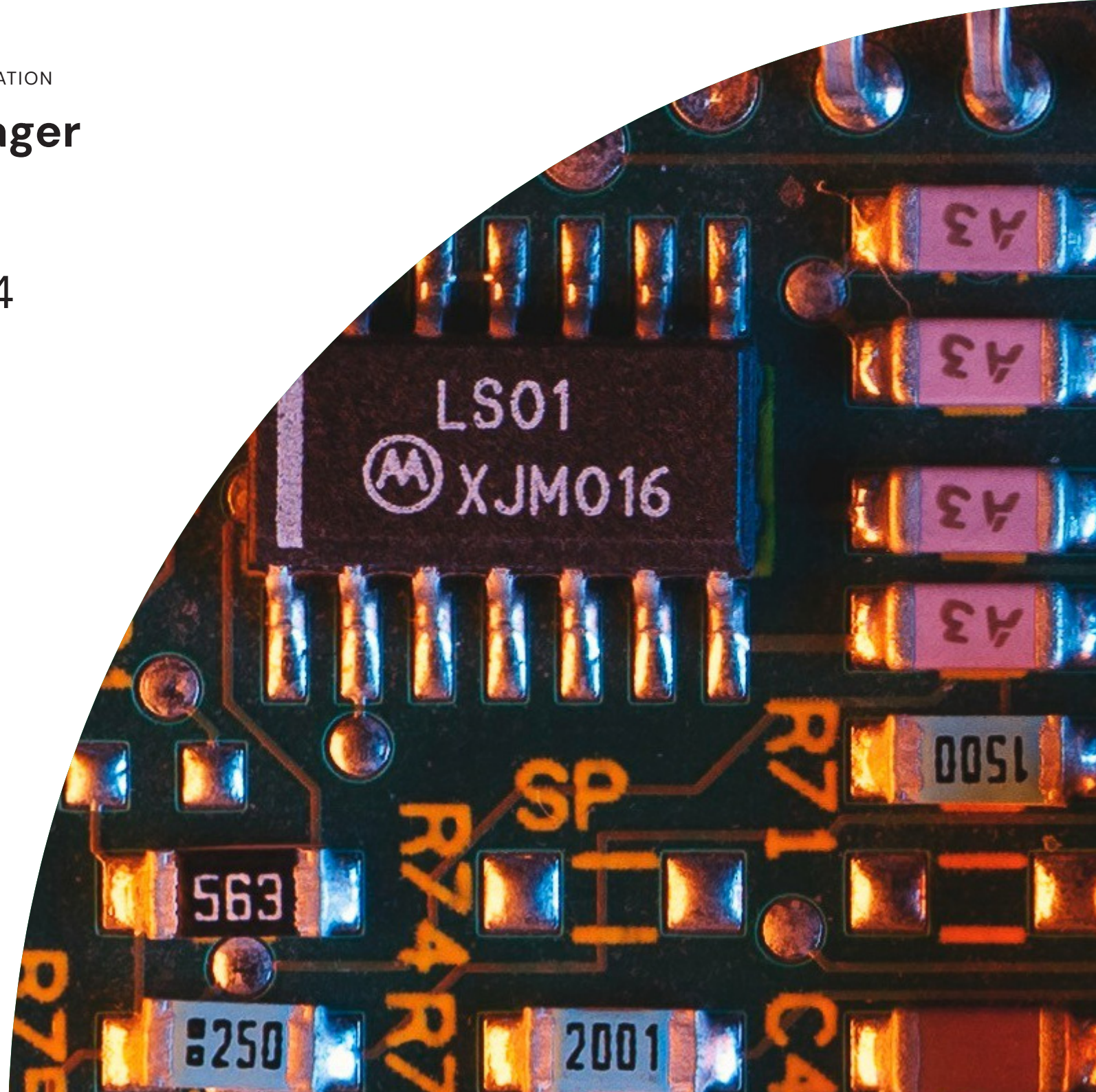
Technology Manager

APPLICATION DATE BY

18 November 2024



Diocese
of Salisbury
Making
Jesus Known



Hello and welcome!

What are we looking for?

Would you like to contribute to the technological direction for our organisation, ensuring that information technology (IT) systems, applications and infrastructure drive innovation, efficiency and resilience as we seek to support church communities across the south-west of England? If you want to work for an organisation that is passionate about making a difference in communities and are within commutable distance of Salisbury, Wiltshire, we would really like to hear from you.

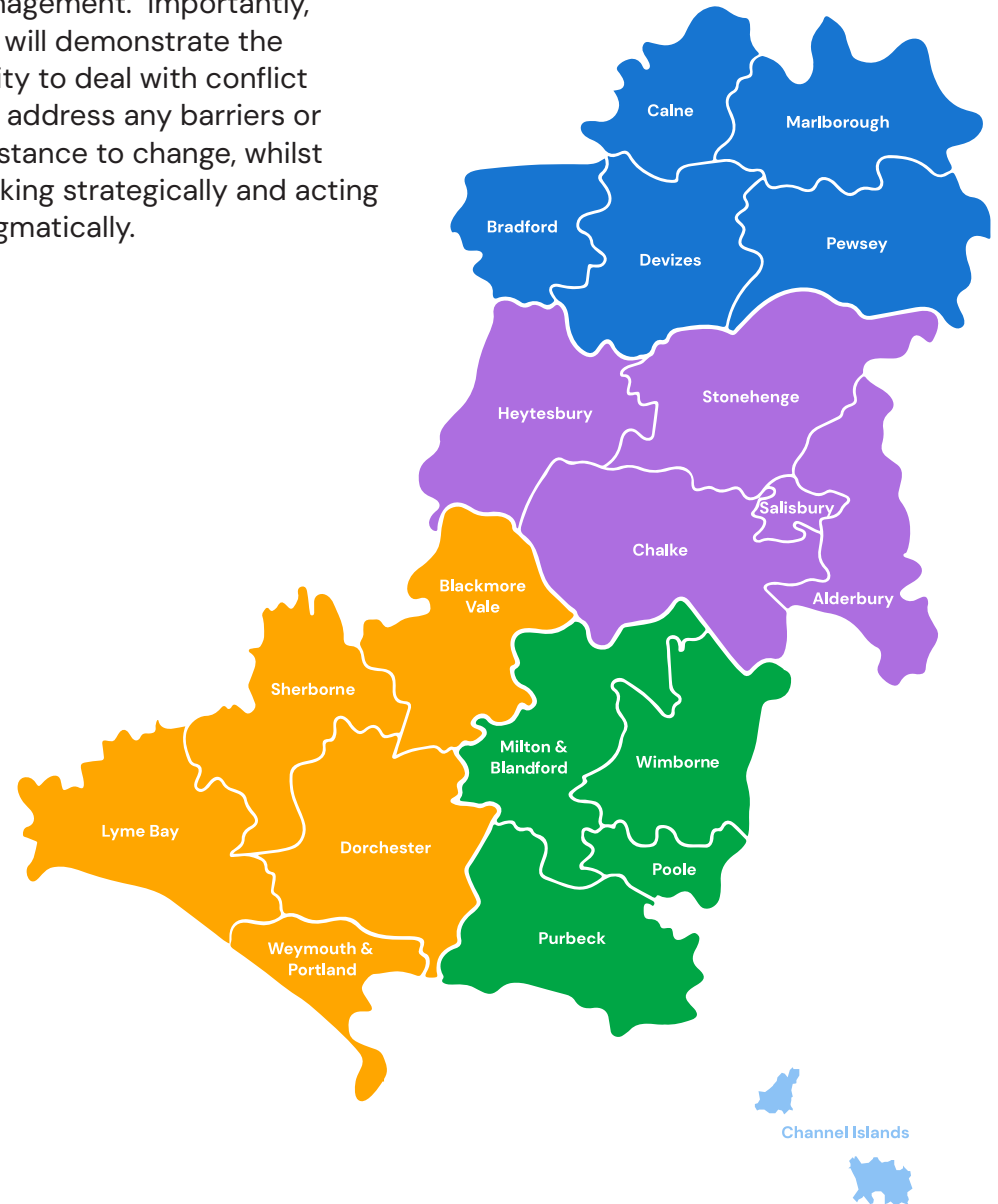
The Diocese of Salisbury (a geographical area) is a medium sized organisation with a huge reach – with thousands of young people in our church schools, and hundreds of churches across Dorset, Wiltshire, Hampshire, Devon and the Channel Islands, as we support people of all ages.

You will join the Parish Support, Governance and Administration team on a full-time and

permanent basis where family-friendly working arrangements are the norm, leading and managing the Technology team, responsible for the successful delivery, integration and maximisation of technology systems and solutions, artificial intelligence and cybersecurity that aligns with the organisation's objectives.

We are looking for a person with leadership and influencing skills, able to conduct sophisticated data analysis that informs technology decisions, bring order to complex situations and find innovative ways of solving or pre-empting problems. You will have the relevant qualifications and experience and confidently coordinate organisation-wide technology projects and digital transformation, working with a diverse range of stakeholders from different disciplines and with differing viewpoints. You will demonstrate good knowledge of techniques for planning, monitoring and controlling programmes and projects,

including risk, issue and change management. Importantly, you will demonstrate the ability to deal with conflict and address any barriers or resistance to change, whilst thinking strategically and acting pragmatically.



Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with us

The role

The role is offered as a permanent contract with a full time working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/ life balance, and offer opportunities for flexible and remote working.

Part-time or shared contract hours could be considered.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role

Technology Manager

Hours

35 hours p/w

Duration

Permanent

Salary

From £47k to £55k depending on experience

Team

Parish Support Governance and Administration

Technology Manager job description

Responsible for overseeing the development, implementation and futureproofing of technological systems and solutions, artificial intelligence and cybersecurity that align with the organisation's objectives. Ensure that technology resources are utilised effectively to drive innovation, efficiency and resilience as the organisation seeks to support church communities.

Provide technological direction for the organisation, ensuring that IT systems, applications and infrastructure align with business objectives and deliver value.

Lead the technology team in the development, implementation, and maintenance of technology and artificial intelligence (AI) solutions that drive efficiency and innovation, with a particular focus on integration and maximisation of the existing 'IT estate'.

Manage provider and other partner relationships

– Manage relationships and support the negotiation of contracts and services. Be a visible advocate and enabler for technology and facilitate and or participate in relevant meetings and events at all levels within the organisation, with the church communities of the diocese and nationally across the Church of England.

Manage and oversee the Technology team and day-to-day operational activities

– Fostering a collaborative environment and facilitating professional development whilst working across the organisation to identify and deliver technology needs that enhance productivity and service delivery. Manage the technology budget, produce performance metric reports and oversee the delivery of ongoing staff training, nurturing confidence, skills and expertise.

Lead on compliance and future opportunities.

– Ensure IT policies, procedures, data protection and best practices are up to date and embedded across the organisation and comply with relevant laws and regulations. Keep up to date with the industry and conduct research on emerging technologies and assessing their potential impact on the organisation's objectives.

Personal specification

Qualifications & Training required

- A-level (or equivalent) and relevant qualifications and training

Behavioural Requirements/ Competencies

- Leadership and influencing skills, with the ability to conduct sophisticated data analysis to inform technology decisions, bring order to complex situations and find innovative ways of solving or pre-empting problems.

- Proven ability to coordinate organisation-wide technology projects and digital transformation, working with a diverse range of stakeholders from different disciplines and with differing viewpoints.

- Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk, issue and change management.

- Ability to deal with conflict and address any barriers or resistance to change. Ability to think strategically and act pragmatically.

- Strong written and verbal communication skills.

- An understanding of and empathy with the aims and ethos of the Church of England

Experience required

- Essential: Relevant experience (4 years or more) of either managing or working as part of a technology team, managing programmes and projects in a complex environment, with a good understanding of IT infrastructure and architecture.

- Desirable: working with Microsoft Operating Systems and architecture as well as effective people management

[For full job description and person specification see here.](#)

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – Letter no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role using the job description and person specification as your reference.

Part 3 – A current CV

Closing date 9am Monday 18 November

Shortlisting Wednesday 20 November

Interview Friday 29 November or Friday 6 December

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hradmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be requested from HR.

The successful candidate will be in alignment with the vision, aims and ethos of the Church of England.

We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found [here](#).

If you are unfamiliar with the Church of England, Diocese of Salisbury please feel free to peruse our [website](#). You can also find out more about the team you will be working with on the website as well.

Please return applications with supporting documentation by email to:
hradmin@salisbury.anglican.org



“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”

LUKE 4: 18 – 19

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