



Animal Welfare Party

AWP IT Manager

The role of the IT Manager is central to the functioning of the party. This is a voluntary (unpaid) role. Applicants must be full members of Animal Welfare Party.

The role can be operated mostly from home although the ability to attend occasional meetings in London (member meetings and / or working group meetings) would be preferred.

Estimated time needed per week:

- Administrative: average 1 to 2 hrs
- Strategy & development: Open (depending on your availability)

Key responsibilities

- Act as the organisational lead for AWP's IT infrastructure
- Act as the central contact for all IT matters (from tech support for other AWP volunteers to solving system technical issues)
- Create, develop and implement an IT strategy to support AWP's overall organisational strategy
- Manage the cloud server hosting setup in cPanel (including file system, domains, DNS zone records, email accounts, forwarders, email distribution list configurations, backups)
- Manage the AWP website installation, plugins, customised forms and backups (Wordpress)
- Ensure strong IT security is maintained system-wide
- Manage cloud document sharing (G Suite account)
- Manage domain name registrations
- Evaluate and implement changes to the IT system as the needs of the party demand
- Monitor and report on all IT activities and provide relevant information to Committee
- Basic web management tasks – until such a time as a Web Manager is recruited:
 - Adding / editing website content - copy, images and documents
 - Ensuring website content displays correctly across both mobile and desktop and across different browsers

Required skills

- Very good sense of data security
- Confidence to solve technical issues
- Basic technical understanding of CMS such as Wordpress
- Basic knowledge of JavaScript, HTML, CSS
- Good interpersonal skills and the ability to communicate at all levels. Please note that the role will involve working closely with non IT / technical team members

To apply

Please email your CV and covering letter with your name and 'IT Manager Application' in the subject field to the AWP Committee on:
info@animalwelfareparty.org