About the role – District IT Team Member

Outline role description

Outline:

Members of the District IT Team will work together to enhance the District's use of technology, managing Microsoft 365 applications and services (including Exchange, SharePoint, and Teams), as well as other IT resources in Azure, the District's WordPress website, and social media accounts.

This role provides a unique opportunity to help transform the District's technology usage, maximising volunteers' valuable time. While some technical knowledge is beneficial, we are looking for 4 or 5 volunteers to join the team, ranging from experts in the area to those with a keen interest in technology who are eager to learn.

We'd also love to hear from students pursuing a computer-related degree who are looking to gain practical experience in managing systems to industry standards.

The IT Team is a Sub-Team of the District Support Team

Responsible to:

District IT Team Leader

Accreditations for this role:

None

Main contacts:

District Lead Volunteer, District Support Team Leader, District Leadership Team Members, Members of District Teams.

Appointment requirements:

This is an adult appointment, and applicants must be aged 18 years or above. Team Members must successfully complete the Welcome process (including acceptable personal enquiries and acceptance of The Scout Association's policies). All relevant learning must be completed during the appointment, and ongoing safeguarding, safety, and first response training must be completed.

Main tasks:

Provide technical support, as follows:

- Manage volunteers' access to District IT resources, ensuring permissions are assigned appropriately
- Provide timely technical support to volunteers and communicate effective solutions to resolve issues
- Ensure Azure servers are properly configured and managed to maintain security and functionality
- Maintain the Wordpress website, implementing technical improvements as needed

Help volunteers find what they need

- Help volunteers to access District IT resources to enable them to communicate effectively and access the files and information they need to fulfil their roles

Transform technology usage

- Support the implementation of innovative technological solutions to improve efficiency across the District

Knowledge, skills and experience:

Knowledge of or experience in one or more of the following subjects is desirable:

- Microsoft 365 administration
- Management and/or maintenance of Wordpress websites
- Azure server infrastructure
- Social media accounts administration
- A keen interest in technology and its practical applications
- Strong problem solving skills

Opportunities for growth:

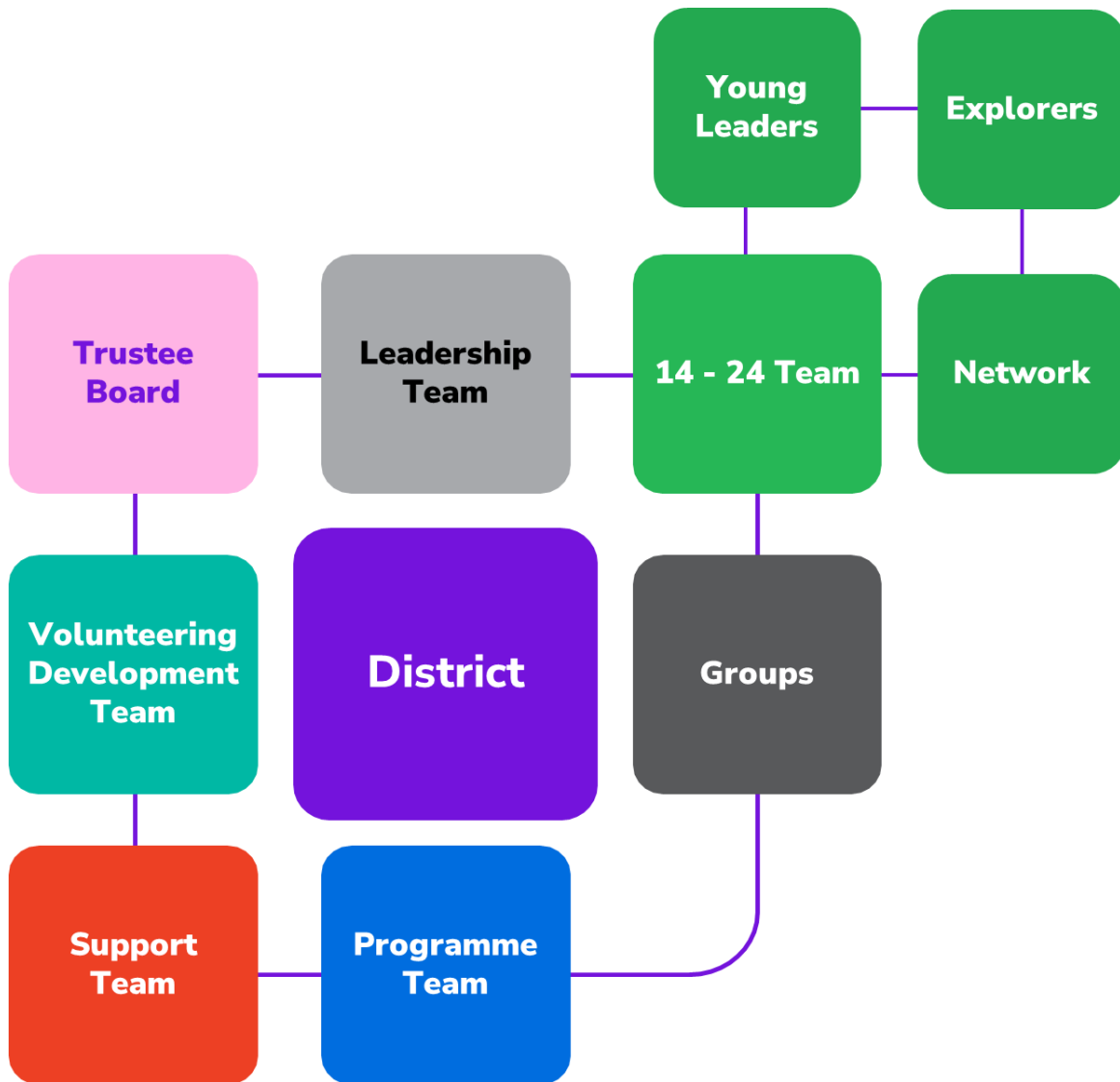**Joining the District IT Team offers the chance to:**

- Contribute to transforming the District's use of technology, ensuring resources are optimised for volunteer needs
- Gain hands-on experience managing IT systems to industry standards, providing a solid foundation for future career opportunities
- Develop skills in Microsoft 365 administration, Azure infrastructure, and WordPress management while supporting a meaningful cause

Why join the District IT Team?

This role provides a unique opportunity to make a tangible difference by modernising the District's technology infrastructure. Whether you are a seasoned professional, or someone seeking practical experience while studying, you will have the chance to:

- Enhance your technical skills
- Gain industry-relevant experience
- Work within a supportive and collaborative team environment

Structure and Function of Teams in South West Cheshire

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                    ┌──────────────┐   ┌──────────────┐
                    │    Young     │───│   Explorers  │
                    │   Leaders    │   │              │
                    └──────┬───────┘   └──────┬───────┘
                           │                  │
┌───────────┐ ┌────────────┐ ┌──────────────┐ ┌──────────────┐
│  Trustee  │─│ Leadership │─│  14 - 24     │─│   Network    │
│   Board   │ │   Team     │ │   Team       │ │              │
└─────┬─────┘ └────────────┘ └──────┬───────┘ └──────────────┘
      │                             │
┌───────────┐  ┌──────────┐  ┌──────────────┐
│Volunteering│ │ District │  │    Groups    │
│Development │ │          │  │              │
│   Team    │  └──────────┘  └──────┬───────┘
└─────┬─────┘                       │
┌───────────┐  ┌──────────┐         │
│  Support  │──│ Programme│─────────┘
│   Team    │  │   Team   │
└───────────┘  └──────────┘
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District Leadership Team: leads, inspires, and motivates volunteers in South West Cheshire.

Trustee Board: provides governance to ensure the District is run safely and legally.

Volunteering Development Team: ensures volunteers in the District are welcomed, supported and well looked after.

Support Team: ensures the smooth running of the District.

Programme Team: supports the District's section teams to work together and delivers events and activities under the District banner.

14-24 Team: supports volunteers in Explorer, Young Leader and Scout Network Section Teams to ensure that great programmes are planned and delivered for young people in this age range.

What does the District Support Team do?

The District Support Team ensures the smooth running of the District, managing money, resources and assets.

The Support Team's tasks include:

- Help to grow Scouting by managing the joining enquiries process, matching potential new members to Groups with the space to accommodate them.
- Working with Groups and other District Teams to open, close or merge Groups and Sections to suit local demand and in line with the District's growth plan.
- Creating and maintaining relationships with other community organisations to help Scouts grow and further our reach into more communities.
- Creating a positive image of Scouts in the local community, showing that Scouts is inclusive and open to all.
- Planning and running Fundraising events when they're needed to support the work of the District.
- Supporting effective processes in the District such as finance administration, IT and managing joining enquiries.
- Supporting the teams who look after District owned property, facilities and equipment - such as the District HQ & Scout Shop and Milldale Campsite.

As an IT Team Member, you'll work within the rest of your Team to help it accomplish its tasks. The responsibilities of this role are defined in the role description on pages 1 and 2.