**Vacancy: Technology Committee Member - Adviser**

**Volunteer Position**

Kent Community Foundation is searching for an enthusiastic IT expert to join its Technology Committee.

This position is an adviser role, which supports the oversight and decision making of the elected trustees on the committee.

Scope of responsibilities

The Technology Committee assists the Board of Trustees by taking on delegated responsibilities to review, examine and discuss KCF’s use of technology. The scope of the committee spans:

* Oversight and implementation of IT strategy
* Cyber security and risk management
* Software and hardware needs
* Oversight of IT support provider
* Review of IT related policies including data protection
* Monitoring industry trends

Time Commitment

The committee currently meets at least twice a year for two-hour long meetings. We also expect our advisers to be able to help with projects outside of meetings, for example to advise on or oversee projects or meet with service providers and consultants.

We appreciate our advisers’ willingness to be contacted as and when we need advice. However on the whole, this position does not demand a great deal of time commitment outside of meetings.

There is no official minimum term for this position but we encourage committee members to be prepared to offer at least three years’ service, so you have time to acquaint yourself with our organisation and to provide continuity and stability for our board and IT strategy.

Who are we looking for?

We need someone who is actively involved in the technology industry, with a working knowledge of IT systems and infrastructure for small and medium size businesses.

A lateral thinker keen on problem solving

A technical mind who can also empathise with the importance of accessible, sensible user experiences for staff, beneficiaries and stakeholders who come from all sections of the community.

Someone who shares passion for KCF’s priorities of strong cyber security, good, clean useful data and efficient systems

Someone who wants to give back to the community and share their expertise

Additional desirable qualities:

* Experience of working with charities/not for profit organisations
* Larger scale organisational IT infrastructure knowledge
* GDPR expertise
* Technical Salesforce experience
* Good knowledge of Microsoft 365 product suite
* Experience of grant making and fundraising technologies
* Project management skills

KCF is committed to equality, diversity and inclusion and we want to hear from applicants from all corners of the community. If you feel your skills and interests fit this role we would love to hear from you.

This is a volunteer position and no remuneration is offered, however KCF will reimburse for any reasonable out of pocket expenses such as travel costs.

To apply, please fill out the application form and send to [sarah@kentcf.org.uk](mailto:sarah@kentcf.org.uk)