# ALL SOULS

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**ALL SOULS CHURCH**
2 All Souls Place, London W1B 3DA
**REGISTERED CHARITY** 1132882

**Role Outline:**

| | |
|---|---|
| Job Title: | Technology Coordinator |
| Band: | Band 5 (£25,752-29,581, depending on experience + £3,940 London Allowance) |
| Department: | Operations |
| Location: | All Souls Parish |
| Hours: | Full Time, occasional evenings & weekends (up to a maximum of 20 hours per month, not rolled-over, to be taken as TOIL). Option 1: Sunday to Thursday, Option 2: Monday to Friday (To be discussed at interview) |
| Reports to: | Minister - Communications and Creative Director |
| Annual Leave: | 25 days plus bank holidays |

**Key Relationships:**

- Line-Managed by Minister - Communications and Creative Director
- Role overseen by Volunteer Technology Director

Other key relationships:

- Senior Staff Team/Serving Partners

**Job Summary:**

- As technology specialist on staff oversee the front-of-house and behind-the-scenes technical infrastructure and systems and provide tailored and appropriate technical solutions to enable effective ministry.

- Work alongside Church staff and serving partners to understand the technical needs of the organisation and keep abreast of latest developments in technology to assist in this respect.

- Train church staff and serving partners to enable them to make full use of the provided technical solutions.

- Monitor the appropriateness of infrastructure systems and cloud services to ensure their integrity and security in terms of regular maintenance / updating / documentation etc.

- Represent the technical team in the events planning process and assist in the running of events where required.

**Person Specification:**

| Attribute | Essential | Desirable |
|---|---|---|
| *Education/ Qualifications* | ● School education to A Level or equivalent | ● Relevant first degree |
| *Proven Skills* | ● Theatre Sound, Video, Lighting and Multimedia setup, configuration and operation<br>● Helping non-technical people to use technology to their best advantage<br>● An understanding of electronics hardware with an ability to fault-find and perform simple repairs<br>● High level of IT proficiency across multiple platforms<br>● Good working knowledge of Desktop IT and Cloud System setup/integration/management in a creative environment | ● Broadcast and streaming technology<br>● Network IT design and security practice<br>● Project planning<br>● Budgeting and cost management |
| *Personal Qualities* | ● Totally committed to the evangelical Christian stance and mission of All souls Church<br>● Good inter-personal skills with the ability to communicate effectively.<br>● Good organisational and time management skills which demonstrate a structured approach with attention to detail, and an ability to prioritise and use initiative to balance the various demands of the job.<br>● A fast learner, able to adapt to new technologies and ways of working<br>● A logical but agile thinker who is also able to demonstrate creative problem solving skills, including developing unorthodox solutions.<br>● A customer service focus, maintaining a calm and helpful demeanour even under pressure. | |

**Details of role:**

Under the management of the Creative producer and working with the Volunteer Technology Director:

● Hold day-to-day responsibility for the provision and operation of technology, both front-of-house in the Church and behind-the-scenes in the offices and supporting functions

- Provide technology solutions to the Church, making use of external expertise where necessary
- Co-ordinate the technical systems infrastructure and contribute to its design, to include AV and broadcast systems, PA systems and theatre lighting, desktop computers, internet connections, websites, databases and cloud services; across All Souls, St Pauls, Langham Arts, ASLAN and All Souls' home-workers
- Hold day to day responsibility for the integrity of operational systems, including accurate record-keeping of configuration and inventory, and tidy management of spares-holdings
- Responsible for providing first-line technical support to staff. This includes calling upon supplier or volunteer-provided second and third-line technology support when needed
- Responsible for implementing and enforcing IT security across the entire All Souls estate
- Responsible for equipment maintenance, including proactively recommending retirement/replacement of old technology
- Develop and deliver training programmes to staff and serving partners to ensure that best use is made of technology solutions provided
- Assist in ensuring the ongoing suitability of technical systems, proactively recommending changes and new technologies where necessary
- Contribute to the annual development of the technology budget, and accurately manage day to day expenditure within the budget
- Contribute to the All Souls' technical strategy, developed in response to the Church's aims and needs and by observation of external industry trends
- Meet with the Volunteer Technology Director one evening per week or more if necessary to discuss technology operations, new requirements, budget and planning
- Serving Partner tech team engineering support: will also include some operation on Sundays on the tech team rota, and evenings when serving partner support not available, booked as time-off-in-lieu that is taken at another time.

It is desired but not essential that you attend All Souls as a congregation member. Part of the interview would be a discussion about the feasibility of this.

*There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.*

*We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.*