

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Chief Information Officer</b>
<b>STATUS</b>	<b>Full-time</b> (based at the Head Office in Bolton)
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Board of Trustees</b> (via an IT Steering Group)
<b>SALARY</b>	<b>£60,000 to £65,000 per annum</b> (depending on experience)

Ummah Welfare Trust is looking for an experienced CIO (Chief Information Officer) to oversee the use of Information Technology (IT) in the charity. You will be the one to devise the charity's IT strategy and ensure that all systems necessary to support its operations and objectives are in place.

An excellent CIO must have a solid IT background and consistently keep up-to-date with advancements of the field. Apart from their education and experience, they must have every quality of a leader and a strong strategic and business acumen.

The goal is to ensure that information technology adds the maximum value to our organisation so as to facilitate the success of our business.

## RESPONSIBILITIES

- Set objectives and strategies for the IT department.
- Select and implement suitable technology to streamline all internal operations and help optimise their strategic benefits.
- Design and customise technological systems and platforms to improve donor/customer experience.
- Plan the implementation of new systems (The Vision) and provide guidance to IT professionals and other staff within the organisation.
- Recommend purchases of technological equipment and software and establish partnerships with IT providers.
- Oversee the technological infrastructure (networks and computer systems) in the organisation to ensure optimal performance.
- Establish IT policies, strategies, standards and budgets.
- Direct and implement IT-related projects.
- Monitor changes or advancements in technology to discover ways the charity can gain competitive advantage.
- Analyse the costs, value and risks of information technology to advise the board of trustees and suggest actions.
- Management of internal IT resources including Technicians and Software Developers.

## REQUIREMENTS

- Proven experience as CIO or similar managerial role.
- Excellent knowledge of IT systems and infrastructure.
- Background in designing/developing IT systems and planning IT implementation.
- Solid understanding of data analysis, budgeting and business operations.

- Superior analytical and problem-solving capabilities.
- A strong strategic and business mind-set.
- Excellent organisational and leadership skills.
- Outstanding communication and interpersonal abilities.
- Degree level qualifications in computer science.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). The closing date for applications is **10<sup>th</sup> December 2021**, although the position may close sooner if the right candidate is found.

For and informal chat about the role contact Iqbal Rawat (Trustees) on 01204 661030.