

## Role description – (IT) System Administrator

### Role summary

1. To oversee the IT systems used by Bu3a to ensure they are maintained effectively and according to statutory guidance.
2. Ensure IT is operated according to suppliers licence agreements and good practice advice.
3. To ensure training is provided for IT systems.
4. To be the point of contact with IT system suppliers.

### Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies:

1. Develop policies relating to the utilisation of IT within Bu3a
2. To have particular regard to data protection regulation as it relates to Bu3a IT systems.
3. Advise the Executive Committee on IT matters.
4. Ensure those with access to Bu3a IT systems have the appropriate levels of access.
5. To be responsible for assisting members with problems they have in utilising the IT systems they need as part of their membership.
6. To be responsible for assisting the Web Master and Group Coordinators in the technical aspects of utilising IT to fulfil their roles.
7. Lead the implementation of new IT.
8. Work with internal and external IT expertise in the resolution of problems and identification of opportunity.
9. Ensure a comprehensive handover to successor.