National I.T. Manager

Position Description

Classification	Volunteer	Duration	Ongoing or min. 12 months
Location	Online	Time Commitment	3 - 6 hours per week
Reports To	Director of I.T.	Applications Close	Applications now open

Who We Are

The Animal Justice Party was formed in response to a growing number of voters who feel strongly that much more needs to be done through the Australian parliamentary system to assist in the wellbeing of animals. With thousands of members across Australia, elected MPs in the New South Wales and Victorian Parliaments and Local Government Councillors in Victoria and WA, the Animal Justice Party is part of a rapidly growing international movement. Our vision is a planet on which animals are treated with respect, dignity and kindness, where they are able to flourish in their respective environments, and where their unique needs and capabilities are recognised and their interests protected.

Position Overview

As the National I.T. Manager for the Animal Justice Party, you will be the central I.T. point for the Party, playing a vital role in the day-to-day management and improvement of our Information Technology systems and operations.

Responsibilities

In this role you will report to the Director with the I.T. Portfolio to:

- Ensure the successful day-to-day operation, management and coordination of I.T. systems;

- Ensure the security and compliance of I.T systems and data;

- Conduct regular system audits;

- Liaise with external I.T. providers as necessary;

- Design, develop and implement I.T. policies and procedures;

- Identify and act on opportunities to improve and update software and systems;

- Implement I.T. projects according to the Party's needs and budget restrictions;

- Report to the Director of I.T. and provide regular reports on I.T. operations; and

- Provide day-to-day I.T. support and troubleshooting to Party volunteers and staff as needed.

Selection Criteria

To underpin your role within the Animal Justice Party you will:

- Be dedicated to ending animal cruelty;

- Obtain sound knowledge and understanding of the Animal Justice Party; and

- Demonstrate commitment to the Animal Justice Party policies, positions and values.

    Our values are Kindness | Equality | Non-Violence | Rationality

The role is only open to financial Members of the AJP. In addition to this, the applicant must have:

- Excellent knowledge of technical management, information analysis and computer hardware/software systems;

- Expertise in data centre management and data governance;

- Hands-on experience with computer networks and network administration;

- Competency with Google Docs, Google Drive and online meeting platforms;

- Reliable internet access, online camera, microphone and suitable computer equipment;

- Demonstrated experience in problem-solving (i.e. risk management) with a solution-based approach including both proactive problem-solving and reactive problem-solving (i.e. trouble-shooting);

- Excellent verbal and written communication skills;

- Attention to detail; and

- Experience working in I.T. management or operations, or other relevant industry experience.

A Selection Panel will interview selected applicants and make a recommendation for appointment of the successful applicant to the Board of Directors.

Equal Opportunity Employer – The Animal Justice Party is an equal opportunity organisation, which means we strongly encourage any interested and qualified people to apply – we do not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability.

Conditions

All Animal Justice Party volunteers are expected to sign a Confidentiality Agreement, a Code of Conduct Agreement, and a Volunteer Agreement.

All National Managers must also provide or obtain a National Police Certificate or Working With Children Check (fees will be reimbursed).

How to Apply

To express your interest in this role, please send your CV and a covering letter addressing the Selection Criteria to national.admin@animaljusticeparty.org.

Please feel welcome to contact us with any queries about this position.