



Role Description: National IT Coordinator

Role Purpose

To propose and implement the required IT infrastructure, platforms and systems (within the approved budget) needed to create an enabling and supportive administrative environment, which allows volunteers to be more effective in their roles and drives the outcomes contained in SCOUTS South Africa's Strategic Plan 2021 – 2024.

Functions

1. Lead and coordinate a team of volunteers and staff in the planning and implementation of all related IT projects, platforms, systems and tools, within the constrained budget, in support of the 'Enabling Environment' objective as contained in the SSA Strategic Plan.
2. Develop the overall IT architecture strategy and implementation plan for SSA, which will guide future initiatives to simplify the administrative tasks for staff and volunteers alike.
3. Implement the following projects:
 - a. Membership Management System - Work with the lead coordinator in developing the current Membership Management system within the priorities set by Manco to assist with the simplification of tasks for our volunteers.
 - b. Accounting System – Work with the national staff and Chair: National Finance to investigate alternatives for an accounting system that is cost effective and available at all levels. At a minimum the regional and national accounts need to be consolidated, but ensure easy reporting for projects and governance upheld.
 - c. Connectivity – investigate ways to make data accessible to national and regional support teams, improving accessibility to information and improving communication between volunteers.
 - d. Office 365 –Work with a team to optimise the potential of Office365 as a platform for simplifying the administrative tasks for all volunteers and make training of Office365 accessible.
 - e. Website and Wiki – Work with a team to improve our sites, implement member only content and share best practises.
 - f. Online Training – Work with the lead coordinator and Chair: National Adult Leader training, to maximise the benefits of the 'Moodle' platform, implement standardised adult training and explore youth training options.
4. Ensure that the various systems used are integrated where possible, enhance each other, and work together to simplify the workload of the volunteer in the organisation.
5. Meet on a regular basis with Chair: National Marketing to liaise around communication tools and assist in making it easier to communicate with members.

be prepared...

Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Organisational Rules SSA Finance, Fundraising and Administration Policy SSA Child Protection Policy SSA Adult Resources Policy
Report to:	CEO
Peers:	
Manages:	IT Coordination teams
Supports:	Manco National Teams Groups

Period of Appointment

October 2021 – June 2024



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