



# OMF International UK Recruitment Pack

## **IT Manager**





## IT Manager

**Are you an experienced IT professional, passionate about sharing Jesus Christ across cultures? Do you desire to see lives and communities transformed by the good news of Jesus Christ? Are you keen to use your skills to develop innovative IT solutions, which support effective and secure remote and office-based working?**

In a fast-changing church and mission landscape OMF International (UK) aims to become a centre for sharing the good news of Jesus with East Asia's peoples in, to and from the UK.

To do this, we are looking for a self-motivated IT Manager to proactively manage the IT infrastructure and systems for the OMF UK Team, providing timely and efficient support, whilst developing the IT offering to better facilitate OMF's mission and vision. The IT Manager will use their specialist skills to promote OMF values through ongoing development of a working environment that supports both remote and office-based working and prioritises the safety and security of OMF UK data, taking key responsibility for GDPR in OMF UK.

The ideal candidate will demonstrate proven experience in installing, configuring or troubleshooting software and hardware problems in servers and clients, together with network infrastructure, internet, connectivity and Exchange based E Mail systems. In addition to this, the candidate should have excellent diagnosis and troubleshooting skills, interpersonal skills, and a strong personal drive to develop effectiveness and efficiency in IT systems.

There is an Occupational Requirement for the jobholder to be a practising Christian, an active member of a local church, able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.

*We share the good news of Jesus Christ in all its fullness with East Asia's peoples to the glory of God.*

### Who are OMF?

We are a forward-thinking, gospel-focused charity that pursues every avenue to share Jesus with East Asia's people. Globally OMF partners with over 2,000 workers from over 40 nations to serve more than 100 East Asian people groups. We support the growth of the East Asian church, serve its communities and take the good news of Jesus to people that have not heard it.

The organisation was founded by James Hudson Taylor as the China Inland Mission in 1865. Following the withdrawal of our workers from China in 1951, the China Inland Mission started working in the surrounding countries of East Asia. In 1964 the CIM became the Overseas Missionary Fellowship, reflecting our new work of serving Chinese people overseas. Our ministries quickly expanded to other East Asian people groups and increasingly serve East Asians around the world. In 1993 we became OMF International.

We exist to bring hope to East Asia's billions through sharing the good news of Jesus Christ in all its fullness for the advancement of his Church. We've been on the same mission for over 160 years. But like the rest of the world, East Asia is changing fast. So we're always looking for new ways to be more effective and adapt our methods for maximum impact. Our passion is to see local communities of believers worshipping God in their heart language and bringing glory to him by following Jesus wholeheartedly and reaching out in mission to their own people and beyond in the power of the Holy Spirit.

You can read more about our journey at: [omf.org/uk/about-us/our-story](https://omf.org/uk/about-us/our-story)



## Job Description

**Job title:** IT Manager

**Accountable to:** Director for Finance & Corporate Services (DFCS)

**Primary working relationships:** DFCS

**Hours of work:** 35 Hours per week

**Purpose of the role:**

To proactively manage the IT infrastructure and systems for the OMF UK Team, providing timely and efficient support, whilst developing the IT offering to better facilitate OMF's mission and vision. Promote OMF values through ongoing development of a working environment that supports both remote and office-based working and prioritises the safety and security of OMF UK data, taking key responsibility for GDPR in OMF UK.

## Responsibilities

### *IT Infrastructure Management*

Overview of areas of work

- Provide OMF International (UK) with a reliable and secure IT infrastructure.
- Oversee and manage servers, network infrastructure, client hardware, telephony systems, and software.
- Manage purchase, maintenance, and repairs of all IT hardware and systems including laptops, desktops, routers, firewalls, printers, and telephony.
- Ensure all key systems and email services are available during normal working hours.
- Develop, implement, and maintain antivirus, data backup, and disaster recovery procedures.
- Maintain the IT Management System with accurate records of hardware, software, and licenses.

### *IT Support and Helpdesk*

Overview of areas of work

- Provide IT support for all OMF UK team members, including remote workers, volunteers, trustees, and others as needed.
- Offer helpdesk support for standard software including MS Windows 10/11, Mac OS, Office 365, Donorfy, Dream Accounting, Remote Desktop, Sage Payroll, and telephony systems.
- Provide 1st line support for third-party applications such as Donorfy, Finastra, and Sage, escalating to suppliers when needed.
- Provide system support for OMF servers and infrastructure including MS Windows Server 2019, MS SQL Server, VPN/RAS, MS Hyper-V, and cloud-based systems like Sophos, Donorfy, Microsoft Azure, and Microsoft Licensing.



## ***Systems Development and Collaboration***

### Overview of areas of work

- Collaborate with managers and wider OMF teams to assess IT needs and propose appropriate system upgrades or new solutions.
- Liaise with the Director for Finance & Corporate Services on IT development plans and procurement proposals.
- Work with external support providers for ISP, firewall, and consultancy services.
- Maintain comprehensive documentation for IT systems, user guides, technical documents, and IT processes.

## ***Training and Capacity Building***

### Overview of areas of work

- Train team members in Microsoft 365 (especially Teams) and promote best use of its functionality.
- Deliver IT-related training during OMF UK events such as Home Assignment Workshops, Candidate Courses, and other key gatherings.
- Provide regular data protection and GDPR compliance training for the UK team.
- Support and actively participate in OMF's mission and community spiritual life.
- Lead devotions and/or worship for the UK Team.
- Lead or participate in National Office Prayers, Mornings of Prayer, OMF UK Days of Prayer, and Team Retreats.
- Take part in prayer activities for members and candidates, including Home Assignment Workshops and Candidate Courses.
- Present IT Department prayer points during quarterly UK Mornings of Prayer.
- Undertake any other ad-hoc duties as specified by your line manager.

## ***Data Protection and Compliance***

### Overview of areas of work

- Manage the supporter database (Donorfy) in collaboration with the data controller, ensuring secure data practices.
- Regularly review and ensure GDPR compliance in accordance with UK legislation and OMF procedures.
- Maintain and update details on the GDPR database.

## Person Specification

	Essential	Desirable
<b>Education</b>	IT qualification at GCSE and A Level or equivalent	Degree or equivalent qualification in IT
<b>Work Experience</b>	<p>Experience Installing, configuring or troubleshooting software and/or hardware problems in servers and clients, together with network infrastructure, internet, connectivity and Exchange based E Mail systems</p> <p>Experience of working in both a physical and a virtual environment</p> <p>Experience of organisational change</p>	<p>Systems &amp; process development skills</p> <p>Experience of managing an organisation's IT system in both a physical and virtual environment</p> <p>Microsoft Azure Cloud administration</p>
<b>Abilities</b>	<p>Strong diagnosis and troubleshooting skills</p> <p>Competent user of Windows 10/11, SQL Server (all versions), Windows Server (all versions), Exchange 2010 and Active Directory administration</p> <p>Competent user of Microsoft Office products, E Mail and internet</p> <p>A detailed understanding of functionalities of CRM systems used in the UK</p> <p>Confident user of Mac hardware &amp; software, operating software &amp; apps</p> <p>Competent grasp of network infrastructures</p> <p>Ability to manage firewall technologies and corporate anti-virus software including back up and data security</p> <p>Good interpersonal skills</p> <p>The ability to be able to communicate complex technical IT matters in plain English</p> <p>Competent grasp of the necessary IT support procedures in a professional environment</p> <p>Able to effectively manage change</p> <p>Supplier management, including negotiation skills for contract and purchase management</p> <p>Good understanding of data protection and GDPR and relationship to IT systems</p>	<p>Development skills in an appropriate development language</p> <p>Experience in Cloud/Datacentre</p> <p>Experience with CRM systems, ideally Donorfy</p> <p>Experience with Sage payroll</p> <p>Experience with Sophos administration</p>
<b>Motivation</b>	<p>Full sympathy with the aims and objectives of OMF International as an evangelical mission serving amongst East Asians</p> <p>Passionate about prayer. Ready to step out in faith and lead prayers, devotions and/or worship as needed.</p> <p>Enjoy working to high standards and finding appropriate solutions to difficult problems</p>	

<b>Personality</b>	<p>Conscientious about effectiveness and efficiency in IT systems; able to work at a detailed level</p> <p>Friendly and courteous towards colleagues and supporters</p> <p>Able to work independently and with other members/staff</p> <p>Willing to learn new skills</p>	
<b>Circumstances</b>	<p>Meet our Occupational Requirement to be a practising Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement</p> <p>Able to commute daily to OMF National Office, 61 Oxford Street, Manchester, M1 6EQ.</p> <p>Able to travel occasionally within the UK or internationally for meetings and events, including overnight and at weekends.</p>	<p>Experience of living cross culturally and/or understanding of cross-cultural mission.</p>

## Terms of Appointment

- Salary £38,000 - £42,000 per annum commensurate with experience.
- Non-contributory pension of 8% of salary on completion of a probationary period and backdated to start date.
- 35 hours a week based in OMF UK's Manchester office.
- Paid annual leave entitlement of 25 days in addition to public holidays.
- Applicants must be eligible to work in the UK.
- There is an occupational requirement for this role to be filled by a Christian, see person specification and OMF International (UK) Ethos Statement.

## Your application

To apply for this role, please submit a CV and covering letter to [uk.recruitment@omfmail.com](mailto:uk.recruitment@omfmail.com)

## Interviews to be held in Manchester

## Safeguarding Statement

OMF UK is committed to safeguarding and promoting the welfare of children and vulnerable adults. All roles may be subject to safer recruitment checks including references and a DBS check where appropriate. For our full Safeguarding Policy visit: [\*\*omf.org/uk/safeguarding\*\*](https://omf.org/uk/safeguarding)

## Equality Statement

OMF UK is committed to being an equal opportunities employer and welcomes applications from all suitably qualified candidates. We particularly encourage applications from underrepresented groups within mission and ministry.

## Data Protection

All personal data provided to OMF UK as part of the recruitment process will be treated confidentially and in accordance with our Data Protection Policy, which can be read in full here: [\*\*omf.org/uk/privacy-policy\*\*](https://omf.org/uk/privacy-policy)

## Accessibility

If you require any reasonable adjustments during the recruitment process, please let us know.

# Ethos Statement

OMF is an international, cross-cultural, Christian mission committed to the evangelisation of East Asia. As part of the universal Christian Church, OMF is an agency that works in partnership with local churches in many countries and especially those in East Asia. We endeavour to be a worshipping, praying and caring fellowship of Christians who are committed to sharing the good news of Jesus Christ in word, deed and character.

The motivation for our mission is the glory of God. We long that the one true living God should be known and glorified throughout his creation. We seek to cultivate this motivation so that it sustains all those who serve in the organisation no matter what their area of responsibility. Every task is significant and has value because it is done for the glory of God.

We affirm the following values in the context of our submission to the Lordship of Christ, the authority of Scripture, and the guidance of the Holy Spirit.

## ***We TRUST in God***

- Praying as an expression of faith is an integral part of our life and service
- Depending on God for holy living, fruit in our work and for all our needs
- Inviting others to join us in a life of faith and prayer

## ***We are a FELLOWSHIP***

- Pursuing our vision and mission together
- Caring for and supporting each other and sharing resources
- Encouraging and enhancing each other's effectiveness

## ***We are Passionate to Reach the UNREACHED***

- Keeping a sharp focus on the neglected frontiers
- Constantly evaluating and innovating in line with our vision
- Taking prayerful risks and persevering with the task God has given us

## ***We Practice INCARNATIONAL Ministry***

- Identifying with the people and living an appropriate lifestyle
- Learning culture, language and worldview
- Working in ways that encourage indigenous movements

### ***We PARTNER in Ministry***

- with sending churches globally
- with local churches in the ministry context
- with likeminded Christians and mission agencies

### ***We LEAD from the MINISTRY Context***

- Strategy is developed by those engaged in the ministry
- Structures, administration and policies are designed to serve the ministry
- Home and field work together to accomplish the ministry objectives

### ***We Celebrate DIVERSITY IN UNITY***

- Valuing the diversity that God has given us in OMF – such as ethnic, denominational, generational, personality, gifts, gender
- Respecting one another and maintaining our unity in Christ
- Fostering unity and cooperation among Christians

OMF (UK) seeks to be a community marked by love: love for God and love for neighbour (Matthew 22:36-39). This is what shapes us as a community and governs the way in which we relate to one another as individuals as well as how we seek to relate organisationally to other groups and churches with whom we partner. Therefore, the attitude and motivation of our staff and the way our mission is achieved are as important as the mission itself (John 13:34; Matthew 22:36; 1 Corinthians 13:1-2).

As this attitude, motivation and mission come only from a relationship with Christ, it becomes an occupational requirement that many of our staff are Christians who accept our beliefs as stated in the OMF Handbook. Roles that have significant leadership, or that are central to fulfilling our aims and purposes or developing and maintaining our Christian ethos, will always be held by such a Christian. There are other roles that have key spiritual elements to them, that can only be carried out by a Christian. It is also essential that these attitudes and behaviours continue, and so we expect our staff to act in good faith, with loyalty to that relational ethos, to the organisation's values, and to Christian standards of behaviour. Failure to do so may result in disciplinary action.

Notwithstanding this, the organisation is committed to diversity amongst its staff and will not unlawfully discriminate on any grounds. We believe that defining our occupational requirements so they are consistent with and permit discrimination in accordance with the law and our ethos, does not restrict, but actually enhances our commitment to diversity.