ANIMAL JUSTICE PARTY NATIONAL IT MANAGER

ABOUT US
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 the wellbeing of animals. With thousands of members across Australia and elected MPs in both the NSW and Victorian Parliament, 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.

ABOUT THE ROLE
As the National IT Manager for the Animal Justice Party you'll play a critical role in enabling the Party to achieve its core objectives at both a national and state level. This is a new role and the successful applicant will have an opportunity to make a significant impact through identifying the Party's information technology requirements and developing strategies to successfully implement them.

Duration: Minimum commitment 12 months

Time Commitment: 4 hours per week but will vary

Location: Work from home (with online meetings and occasionally in person)

RESPONSIBILITIES
* Develop and implement national information technology frameworks and platforms.
* Design, develop, implement and coordinate IT systems, policies and procedures.
* Ensure security of data, network access and backup systems.
* Act in alignment with user needs and system functionality to contribute to organizational policy.
* Identify problematic areas and implement strategic solutions in time.
* Audit systems and assess their outcomes.
* Preserve assets, information security and control structures.
* Prepare IT budgets and ensure cost effectiveness.
* Recruit and manage IT volunteers.

SKILLS AND EXPERIENCE
* Proven working experience as an IT manager or relevant experience.
* Excellent knowledge of technical management, information analysis and of computer hardware/software systems.
* Expertise in data centre management and data governance.
* Hands-on experience with computer networks, network administration and network installation.

People-skills: Interpersonal, Liaison, Leadership & Communication skills
- Demonstrated high level interpersonal, communication and liaison skills.
- Demonstrated experience leading a team.
- Proven capacity to work as a member of a small team in order to provide an optimum contribution to the achievement of goals.

Organisational Skills
- Well-developed organisational skills.
- Excellent time management skills.
- Attention to detail.
- Ability to prioritise tasks.

Creativity Skills
- Demonstrated experience in problem-solving with a solution-based approach including both proactive problem-solving (i.e. Risk Management) and reactive problem-solving (i.e. Trouble-shooting).
- Critical Thinking: identify, explore and assess the important elements of a situation or issue in an objective, rational and logical manner.
- Creative Thinking: develop ideas, be resourceful, flexible and innovative.

Commitment to Animal Justice Party Charter
- Dedication to ending animal cruelty.
- Knowledge and understanding of the Animal Justice Party.
- Demonstrated commitment to the Animal Justice Party policies, positions and values.

DESIRABLE EXPERIENCE
- BS in Computer Science or similar field
- Experience working in a membership-based organisation.
- Experience working with, or in a political, community or advocacy organisation.
- Volunteer management experience.

CONDITIONS
All AJP volunteers are expected to sign a confidentiality and code of conduct agreement.

To express your interest please send your CV and Cover Letter addressing the selection criteria to:
Carol Bellenger
National Secretary
secretary@animaljusticeparty.org

Applications close 5pm Sunday 10 May 2020

The Animal Justice Party is an equal opportunity organisation, which means we strongly encourage any interested and qualified people to apply - we don't discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability.