



THE PROCLAMATION TRUST

Job specification - Proclamation Trust IT Administrator (part-time)

The IT Administrator would be employed by the Proclamation Trust for two days a week.

There is an option for this role to be combined with taking the Cornhill Training Course part-time over two years (see below for details).

The role of the IT Administrator is to maintain and develop the use of Information Technology in the ministry of The Proclamation Trust.

Key areas are as follows:

- Website maintenance/development.

The website of The Proclamation Trust is a significant arm of its ministry. Through the website we provide information on the vision and purpose of The Proclamation Trust, and details of both our conference programme and the Cornhill Training Course. Bookings for conferences are handled online, as are applications to the Cornhill Course.

In addition to our main site, the Proclamation Trust Media website provides a wealth of resources for preachers and Bible teachers. These resources are a mixture of downloads and physical products, some for sale and others available free.

The IT Administrator would be required to run these websites. This would involve updating content, adding new material and, where required, designing and developing new areas of both sites.

- Administration of The Proclamation Trust's internal IT.

The IT Administrator would be required to look after the internal IT infrastructure of The Proclamation Trust. We have a network with around 20 workstations, along with various peripherals. The IT Administrator would be required to solve basic problems with the hardware/software, setup and install new equipment as necessary, and carry out network administration tasks.

We also have a wireless network for students on the Cornhill Training Course which the IT Administrator would be required to manage.

- Occasional technological tasks. From time to time other technology related tasks arise within The Proclamation Trust, particularly in the area of audio recording/P.A., which the IT Administrator would be required to perform.

Person Specification

The following describes the essential and desirable skills for the post of IT Administrator.

| <u>Website maintenance/development</u> | <u>Essential/Desirable</u> |
|--|-----------------------------------|
| Good knowledge of html, css and javascript | Essential |
| Knowledge of php and mysql | Desirable |
| Basic graphic design ability | Essential |
| Knowledge of Paint Shop Pro/similar graphics package | Desirable |
| <u>Administration of Internal IT</u> | |
| Ability to carry out networking tasks such as adding network user accounts, workstations and peripherals | Essential |
| Competence in using Windows Server 2003 | Desirable |
| In depth knowledge of the Microsoft Windows XP operating system and Microsoft Office suite | Essential |
| Knowledge of the Microsoft Windows Vista operating system | Desirable |
| Experience in troubleshooting hardware including fixing/replacing hardware components | Desirable |
| <u>Other areas</u> | |
| Experience in operating/configuring P.A./audio equipment | Desirable |

Combining this role with the Cornhill Training Course

If the role were to be combined with taking the Cornhill Training Course, the successful applicant would attend Cornhill on Mondays and Tuesdays in the first year, and Thursdays and Fridays during the second year.

Details of the course may be found in the booklet 'Prepared to Preach' which is available from the Cornhill section of the Proclamation Trust website (<http://www.proctrust.org.uk/cornhill/cornhill.htm>)

Enquiries/Application:

To apply for the part-time IT role please send a CV and covering letter to:
IT Administrator Applications, The Proclamation Trust, 140-148 Borough High St, London, SE1 1LB.

To apply for the part-time IT role combined with the Cornhill Training Course please request a Cornhill application form (020 7407 0562 / ctc@proctrust.org.uk) and then submit that form together with your CV and covering letter to the address above.