
job vacancy: information systems manager

Soul Survivor are looking for an IS manager to take a pro-active and hands on role in setting and delivering IT services to the charity. The successful applicant will also be responsible for the day to day operation of Soul Survivor's CRM and event booking system built around the iMIS system.

responsibilities

The IS manager will be responsible for:

- Working with Soul Survivor Staff to ensure that IT strategy and delivery is meeting business needs
- Supporting, enhancing and further developing the online booking system.
- Supporting the iMIS system including:
 - Customising the system for use within Soul Survivor
 - Supporting office users in their use of the system
 - Developing reports as required in support of business activities
 - Implementing system upgrades
- Oversee IT/IS security to ensure appropriate data security is maintained
- Support of other online activity i.e. soulsurvivor.com
- Support, development and enhancement of other Soul Survivor systems including:
 - Online Shop
 - Electronic Point of Sale system
 - Video Diary system
 - Conference badging, reporting and communications system.

skills

The successful applicant will have most of the following skills:

- Good knowledge of Microsoft development tools. Specifically
 - C#
 - .net 4 (including web development)
 - VB
- Crystal Reports
- Database skills
 - Good knowledge of Microsoft SQL server including replication
 - Some Postgres knowledge would be useful.
 - Some previous knowledge of iMIS would be useful but not essential

The successful applicant will have proven experience of supporting and working with a CRM system of reasonable size and complexity. They will also have:

- Proven customer/user support experience
- Good working knowledge of standard Microsoft office tools.
- Experience of IT/IS management.

We're looking for the right person, and if that person is you you'll be rewarded with the following:

- A full time, salaried position, based in our HQ in Watford (Hertfordshire) where you'll become a key figure in our office team
20 days holiday a year, plus three extra days over Christmas
- A generous post summer event lieu package
- A great pension (that is getting greater in 2012 and 2013)

want to apply?

Send an email to jane.plackett@soulsurvivor.com with your CV and a cover letter outlining your relevant skills and experience. Also explain why you want to work with us and why you think you're the right person for the job. If you want to send something in the post then our address is Soul Survivor, Unit 2, Paramount Industrial Estate, Sandown Road, Watford, WD24 7XF.

when's the closing date?

Friday 10th February 2012

when does it start?

The start date is fairly flexible, though you will need to be available for a few days induction/handover in early February. Ideally the right person would start no later than the middle of March 2012.