

# ROLE DESCRIPTION

IT Officer

## Purpose of the role

Learn and assist the IT Team in the various functions the team has, mainly in helping with IT issues that arise both at National and Group level.

## Responsible to

- IT Team Leader

## Responsible for

- None

## Appointment requirements

- Understand and accept The Scout Association of Malta's policies

## Core Tasks

- Effectively help out groups in their needs and recommend stuff when asked.
- To assist in maintaining email accounts and update as needed.
- To maintain the Association's WordPress websites and help groups in their management when needed.
- To provide simple training in how to manage a WordPress website to groups.
- To research ways in how the IT Team can continue to aid groups.
- To aid in events where IT equipment is requested.
- To write-up simple documentation of procedures.

## Person Specification

### Essential

- Work to deadlines and pay attention to detail.
- Build and maintain relationships with people at all levels and of all ages.
- Demonstrate an excellent telephone manner.
- Demonstrate an ability to help others learn.
- Absorb information quickly.
- Produce own correspondence and have accurate keyboard skills.
- Use the internet to carry out research.
- Work on their own initiative and as part of a team.
- Creativity in regard to new ways of providing Scouting in the community.
- Able to maintain independent and objective judgement.

### Desirable

- Authoritative knowledge of Scout Movement and culture.
- Demonstrate a clear writing style (e.g. reports, briefing papers, letters).