

Job Description

ICT Project Manager (Voluntary role)

Department: ICT

Reports To: CEO

Location: Remote, (the college is currently situated in Hertfordshire, but is moving)

Start date: As soon as possible

All Nations Christian College has been leading the way in cross-cultural mission training for over 60 years. We provide a flexible undergraduate programme validated by The Open University, alongside specialist short courses and a well-established postgraduate programme for mission leaders. We are an independent, evangelical, interdenominational Bible college welcoming students from all over the world. Our mission is to serve the global church by training disciples of Jesus Christ for mission in a multicultural world.

Role Purpose

The ICT Project Manager is responsible for managing key ICT projects to support the college's organisational objectives. The role will project manage external ICT suppliers and partners. The college's operational ICT services are in the process of being outsourced so the ICT Project Manager will need to ensure systems remain reliable and secure during the transition project.

Key Responsibilities

ICT Project Management

- Develop and maintain project plans and schedules.
- Ensure projects are delivered in line with agreed budgets, scope and quality constraints.
- Provide regular progress reporting to senior management and teams.

Supplier Management

- Manage relationships with external ICT suppliers and service providers, acting as the primary point of contact.
- Oversee supplier performance against contracts, addressing issues and evaluating service provision.
- Ensure suppliers comply with organisational policies, security standards, and regulatory requirements.

Operational ICT Oversight

- Provide oversight of transition to outsourcing of day-to-day ICT operational services, ensuring systems are stable, resilient, and supported.

- Support incident, problem, and change management processes, ensuring minimal disruption to business operations.

Governance, Risk & Compliance

- Ensure projects and services comply with information security, data protection, and organisational governance standards.
- Identify, manage, and escalate risks and issues appropriately.
- Maintain accurate project and service documentation.

Person Specification

Essential Skills & Experience

- Proven experience managing ICT projects in a changing organisational environment.
- Strong experience of contract management of third-party suppliers and ICT contracts.
- Knowledge of ICT systems, infrastructure, cloud services, and digital solutions.
- Experience overseeing or working closely with ICT operational services.

Qualifications

- Relevant degree or equivalent professional experience.

Key Competencies

- ICT project management
- Supplier and contract management
- Problem solving and decision making
- Attention to detail and quality
- Ability to manage competing priorities

Core Systems

- Microsoft Office/Teams
- Sage accounting
- Donorfy stakeholder management

Planned Projects 2026-27

- Student management system implementation

- Cloud migration
 - Security resilience
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Other information

- All Nations Christian College is committed to safeguarding children and adults at risk from abuse and neglect. We expect all staff who work with us to share this commitment, and staff will be required to be checked with the Disclosure & Barring Service (DBS).
- Applicants must have the right to work in the UK.

To apply: Please send an updated CV and a cover letter detailing your experience and interest in this role to HR at: hr@allnations.ac.uk