
ROLE: IT Operations Manager

SALARY: €45,000 pa

REPORTING TO: Development Director

LOCATION: Hybrid.

APPLY TO: Careers@antaisce.org

Closing date for receipt of applications is 5pm on 29th August 2025

About An Taisce

Our Vision

An Ireland where our environment, natural and built, is actively prioritised and a lasting legacy of sustainability and resilience is ensured.

Our Mission

To maximise appreciation of the interdependence of all elements of the biosphere together with a greater awareness of the damaging impacts of human activity on fragile ecosystems and the built environment.

To educate and advocate on behalf of present and future generations on the important choices we must make in search of a more environmentally sustainable future.

We will adopt a robust, integrated approach that defends the importance of species diversity and living within planetary boundaries.

Values

The values underpinning An Taisce's work include acting with integrity, relying on the best available science, promoting inclusion and community participation at all levels and displaying leadership and courage in pursuing its vision and mission.

About the role:

This role is a stand alone role, reporting directly to the Development Director and to the CEO. The IT Operations Manager is responsible for overseeing the day-to-day operations of An Taisce's organization's IT infrastructure and systems, ensuring their availability, performance, and security

Key Responsibilities:

- **Liaison with External IT Support:** Act as the main point of contact between staff and board and external IT service providers. Triage and escalate technical issues, ensuring timely resolution.
- **System Access & Onboarding:** Coordinate system access for new starters and deactivation for leavers, ensuring all onboarding and offboarding is compliant and efficient.
- **IT Equipment & Broadband Management:** Manage procurement, distribution, inventory, and return of all IT equipment including laptops, phones, and peripherals. Maintain physical assets across Foster Place and Tailors Hall liaising with Office and Properties Managers.
- **Software Licensing & Subscriptions:** Manage software license usage, ensuring alignment with organisational needs and cost-effectiveness.
- **System Process Documentation:** Develop clear, up-to-date documentation for all internal IT-related processes and protocols.
- **GDPR Key Coordinator:** Serve as the main internal contact for GDPR matters. Escalate potential data protection issues to the Development Director and the CEO when required. Assist in implementing and maintaining GDPR-compliant systems and workflows.
- **Project Management Support:** Coordinate and support delivery of IT-related projects, including CRM improvements and integrations, working across teams to gather requirements and support implementation.
- **Internal System Support:** Provide basic guidance and troubleshooting support to staff on systems usage (excluding direct IT issue resolution).
- **Phone Service Management:** Management and coordinate mobile phone and phoneline services for organisation in line with needs and value for money considerations
- **Vendor Liaison & IT Planning:** Coordinate with GC Tech and other providers for scheduled system upgrades, changes, and strategic IT planning.

Requirements & Skill Set:

- Proven experience as IT Operations Manager or similar
- Experience with system installation, configuration and analysis
- Thorough knowledge of networks and cloud computing
- Knowledge of data protection operations and legislation (e.g. GDPR)
- Experience of Microsoft Dynamics
- Leadership and organizational skills
- Ability to manage multiple projects
- Outstanding communication skills -
- Problem-solving aptitude
- IT/Computer Science or relevant field (desirable)

How to apply:

Please submit a current CV and cover letter outlining your motivation for applying and relevant experience to: careers@antaisce.org by 5pm 29th August 2025