



IT Coordinator (full time, hybrid)

Location: Jesuits in Britain, 114 Mount Street, London W1K 3AH

Salary: £45,000 - £55,000 (dependent on qualifications and experience)

Contract Type: Full-Time, Permanent

Reports to: Assistant to the Provincial

About the Role

Jesuits in Britain is looking for an IT Coordinator to keep our technology running smoothly, based at our head office in Mount Street and supporting the wider Province. You'll be the first point of contact for IT issues, the administrator of our Microsoft 365 environment, and a steady, patient guide for colleagues who need help but don't speak "tech." Good judgement, flexibility and a genuine sympathy for our mission matter as much as technical skill.

The right candidate will be technically qualified in IT coordination and supervision, with the flexibility to adapt to the changing needs of Jesuits in Britain and to take on the administrative tasks that come with the role.

Key Responsibilities

Technical

- Oversee head-office IT devices to include desktops, laptops and servers. Ensuring anti-virus, Windows & HP Hardware updates are installed and running correctly. Monitoring of all licensing.
- Purchase and install of additional software as required.
- Asset tag and maintenance of warranties and care packs.
- Replace or upgrading where necessary.
- Act as first point of contact for IT issues in the head office (hardware and software) and respond to IT needs from across the Province.

- Judge when an issue needs paid technical support, and commission that support where appropriate.
- Purchase, maintain and upgrade of IT software and hardware for Jesuits Communities and Works.
- Administer the Microsoft 365 Licences Province-wide for the Jesuit.org.uk, Thinking Faith and Pray-As-You-Go domains.
 - Issuing and maintaining email addresses for Jesuits and lay staff across the province. To include subscriptions upgrades where appropriate.
 - Removal of emails or shared mailboxes where appropriate.
 - Troubleshooting email account issues from the basic through to more extreme, such as data or email hacking. Actioning safety procedures, if necessary, when breaches of security are found.
 - Reconciling around 500 Microsoft subscription charges, where applicable and recharging to the appropriate Communities or Works in the internal quarterly accounts.
 - Initiating and troubleshooting *Multi-Factor Authentication* on all accounts and including a 2-year retention policy.
 - For heightened security, enforcing *Conditional Access* for head office members when travelling abroad to permit email access in specified locations.
- Supervise of the head-office cloud-based environment, sharing data with Teams and ensuring all cloud-based data is correctly backed up.
- Help compile, with consultation, the head-office/Province IT Policy Handbook with updates as and when required.

Administrative

- Process purchase orders and invoicing for the Communities and Works, and produce reconciliation reports for recharging in the internal quarterly accounts.
- Contact and supervise our work with IT provider. Reconcile IT provider's maintenance charges and recharge to Province Communities and Works in the internal quarterly accounts.
- Reconcile the IT Credit Card.

Professional

- Stay current on relevant trends, such as AI and cybersecurity, and bring recommendations to the team where needed.

Person Specification

- Excellent computing/IT qualifications & skills, to include administrative experience within the Microsoft 365 portal
- Excellent experience in putting computing skills into action

- Sympathy with the mission of Jesuits in Britain, as a religious and charitable organisation
- Good communication skills in explaining technical IT matters to lay practitioners
- Good administrative skills in keeping records and administering invoicing and recharging

Conditions

Hours: 35 hours per week

Holidays: 33 days (including bank holidays)

Pension: 5% employer's contribution with employee completing the statutory sum

About Jesuits in Britain

The Jesuits, or the Society of Jesus, are a Catholic religious order founded in 1540 by Saint Ignatius of Loyola, serving in over a hundred countries around the world. In Britain, they are at the centre of a broad network of lay men and women who work throughout the UK in education, spirituality, social justice, pastoral care, and academic research, helping to bring the Kingdom of God to life.

From its early days in the 16th century, the Jesuits have been dedicated to caring for the disadvantaged, sharing the Gospel, and guiding people into a deeper relationship with Jesus Christ. Today, they continue to promote faith, justice, and reconciliation in society, focusing on four important areas:

- Walking with those who suffer from poverty, discrimination, or injustice.
- Accompanying young people.
- Showing the way to God through the Spiritual Exercises.
- Caring for our common home, the planet.

How to Apply

Please send your CV and Cover Letter to schalmer@jesuit.org.uk marked as "IT Coordinator".

Closing date for applications: Friday, 16 October 2026.