**Position:** IT & Project Manager

**Reporting to:** CEO

**Contract Status:** Permanent

Link Credit Union is a modern, member-focused credit union, based in Co Cavan. We are dedicated to serving our membership in the most efficient and professional manner while providing best in class products and services. We are now seeking a strong team player to join our management team. This is an ideal opportunity for someone with excellent technical skills within financial services, banking or credit union sector.

**Role Summary:**

Reporting to the CEO, the IT & Project Manager will have specific responsibility for the area of Management, Planning and Control of the Information Technology systems in Link Credit Union. They are required to co-ordinate the maintenance of the IT network ensuring all hardware and software are maintained and secured to a high commercial standard. There is also responsibility for managing third party vendors and implementing, communicating, and maintaining IT policies and procedures to the highest standard.

**Responsibilities:**

- Manage all aspects of IT, including banking system, branch connectivity, phone system, CCTV, Health and Safety, HR systems and alarm systems.
- Supervise and project manage IT maintenance, including change management and all IT projects
- Manage and co-ordinate all 3rd party supplier relationships and monitor performance against agreed service levels
- Review and update IT policies and procedures
- Management of the credit union Business Continuity and Disaster Recovery plans, including testing of same.
- Management of the outsourcing registers and policies
- Ensure appropriate system backup and restore procedures are in place and tested periodically
- Ensure Security of data, network access and backup systems
- Identify problem areas and implement solutions and provide support to the Management team on all issues relating to IT.
- Identify risks on our Network / Systems and work with the risk management officer to manage same.
- Manage, devise and implement plans for IT training for employees and volunteers
- To liaise with the Risk Management officer & management team in the development and/or implementation of new technology or services.

- Attend and contribute to meetings as may be directed by the CEO and or the board of Directors
- Engage with the Central Bank of Ireland on PRISM and other regulatory requirements.
- To be the point of contact for staff/Branch Officers when IT issues are being experienced.
- Work with the CEO, the Management Team and the Board to set the sustainability strategy and design sustainability programme/initiatives to deliver the required results.

**Requirements:**
- Minimum of three years' experience within financial services in a similar role is desirable.
- A relevant qualification in IT and/or business is essential.
- Strong communication skills both written and oral, together with strong analytical skills
- This role is a Controlled Function and subject to strict Fitness and Probity obligations.

**How to apply**

Please email your CV and covering letter to: careers@linkcu.ie. Applicants should state clearly the reference number **LCU IT 2023**.  Closing date for receipt of applications is 5pm on Friday 5th May 2023. Link Credit Union Ltd is an equal opportunities employer.