

Data, Information and Communications Officer

TECHNICAL INFORMATION FOR APPLICANTS

Kensington and Chelsea Social Council (KCSC) is a local charity of 9 staff. Our mission is to build a sustainable and inclusive society through strengthening local voluntary and community organisations.

It is important that all applicants understand the role in the context of our work so we suggest you take a look at Strategic Plan summary as well as familiarise yourself with the information on our website at <https://www.kcsc.org.uk>

Current IT

The IT platforms/software we currently have in place are:

- Internal file server operating Microsoft 2003
- Office 365
- CiviCRM database
- Drupal CMS based website
- Sage Accounting software

External suppliers

We have just migrated both our database and Drupal website to a new supplier, Circle Interactive who provide system maintenance for Drupal CMS and CiviCRM database.

Beyond Networks is responsible for maintaining our network.

Staff IT skills and knowledge

All staff are required to have a basic knowledge of IT as users of Microsoft office, databases and the website. Staff are responsible for uploading their own content, and are self-administering, and our administrators support this. However, no other staff member will have any advanced knowledge of, or responsibility for data and communication.