



MERSEA ISLAND LIONS CLUB CHARITY TRUST FUND
29 GARDEN FARM, WEST MERSEA, COLCHESTER, ESSEX C05 8ES
www.merseaionsclub.com

Role: IT Support Volunteer

Report to: IT Administrator

This role is to help aid the club in anything technical.

There will be a particular focus on the below objectives but we are not bound to just these items and are always happy to take suggestions on other areas that will help the club prosper and grow.

- E-mail Enquiry and Helpdesk ticket support
- Online services design, support and maintenance.
 - Services including
 - Office 365
 - Microsoft Azure
 - Linux based web hosting
 - WordPress websites
- Fund raising event technical support
 - Running Races: These typically happen twice a year and are the main physical event that IT support.
 - Event registration through the club website.
 - On the event days set up computer equipment, take registrations and manage electronic result tagging.
 - After the event upload the results to the website and handle any result enquiries.
- We may in the future look into expanding the technical capabilities to aid other club events throughout the year also.

Skill and Experience:

We are looking for volunteers of all skill levels that are enthusiastic and willing.

This can be the perfect opportunity to bulk out your CV if you want to gain experience with real world IT skills or have just finished IT related learning.

We are also happy to have people that have several years IT experience that just want help give back to the community.

Location and Hours:

You can commit as much or as little time as you are able.

We just ask that if you do commit to something that you try your best to achieve it or let us know within a reasonable time frame that you are unable to.

We do not have a physical office so most tasks will be carried out from home.

Tasks that are supporting events at physical locations will be carried out where they are being held, usually around Mersea Island Colchester but can be elsewhere also.