

## IT MANAGER

**Salary:** Please see our [Global Salary Scales](#) for more information on salaries payable in different locations. This role will be paid at the rate for Grade E1 in these scales. We do not negotiate on salary.

**Location:** This role is open to applicants based anywhere ADD currently has staff (Bangladesh, Cambodia, Kenya, Sudan, Tanzania, Uganda or UK). You must have an existing right to work in the country you wish to be based.

You can be based in any of the countries above. Exactly how this would work can be discussed once an offer is made, depending on your location.

If you are based in a country where we have an existing office you can choose to work from the office, from home, or a combination. If outside of these countries, you will be expected to work from home.

**Reports to:** Head of Grant Making Operations

**Contract:** 1-year fixed term contract (though we are open to considering applications from those who want to work on a part-time or job-share basis). During 2025 we are trialling a 4-day working week for the same pay and you will have the choice to opt-in to the trial on the understanding it could end.

**As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your employment with ADD.**

### About ADD International.

ADD is a participatory grant-maker for disability justice. Our vision is for a world in which ableism no longer exists, and disabled people can fully participate in society. Our mission is to strengthen disability justice activists and organisations through resourcing, and leadership skills. In March 2024 we launched a new ten-year strategic framework which can be found on our website here: <https://add.org.uk/mtiririko/>

We are transforming our organisation away from traditional development and getting back to our roots by sharing more power and resources directly with activists. Over the next ten years, we have a goal to provide £25 million long-term unrestricted grants

directly to disability justice activists and movements. Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

Our new 'Fundseeking' Strategy outlines how we will raise the funding and cultivate the right partnerships to provide the flexible resources that disability justice movements need and that allow ADD to become the grant-maker we aspire to be. This is not a usual fundraising strategy. It decentres ADD's own growth and instead focuses on using our position and proximity to wealth with intention to channel more resources to disability justice movements that are less able to access them. The first two years of this strategy have successfully raised £3 million in unrestricted funding from funders who share our vision.

## **The Opportunity**

This is a new role that will take on the management of our internal IT and systems working with external service providers and being a bridge between them and our teams implementing our existing new strategy, Mtiririko. This will be the lead and only IT role on the staff of ADD, working with a range of external providers as necessary.

To date we have mainly relied on a range of external providers for our IT but with a new way of working we need more coherence across our countries of operation and that we need to pay more attention to the accessibility, usability and security of all of our systems.

Coming into this role you would begin by undertaking an audit of our current IT systems and solutions, identifying what is working and where existing challenges or unmet needs are.

Your role would then be to create a roadmap for solving these challenges. You would also need to be hands-on where necessary and have a clear understanding of the systems we use and how they can be best applied to virtual and accessible working.

Finally, you would need to help us procure the right systems and providers for future needs, including helping us develop and implement policy and practice around IT security and AI.

You will have a passion for both IT and disability justice. With clear skills in IT and systems as well as an understanding of accessibility and virtual working needs you will be excited to apply them to our context where the right IT and systems can help us make our work as effective as possible.

## Key Responsibilities

- Manage all of our relationships with external IT and systems providers, working with other relevant members staff where necessary
- Ensure all of our IT systems are functioning as effectively as possible
- Ensure our IT systems and the way they are configured is accessible to a range of users
- Provide training and support to users on ADD's IT systems
- Audit existing systems and develop a roadmap for solving any challenges
- Negotiate relationships with suppliers to ensure best value for money
- Ensure timely day to day management of our IT systems whether directly or through an external provider
- Work closely with relevant colleagues across the organisation to understand their IT and systems needs and solve their challenges with IT where necessary
- Be comfortable working as part of a small team and leading on this key area of work as the only specialist within it internally
- Ensure that we build the right IT and systems for the ways of working described in our strategy
- Make sure that ADD adopts IT security approaches that are adequate for the nature of our work.

## Safeguarding level.

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 1 post. See outline of all levels below:**

- **Level 1** - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- **Level 2** - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- **Level 3** - regular access to communities, persons or organisations of persons with disabilities, including on their own, or lead responsibility for safeguarding within office/location.

All level 3 posts will be required to undertake regular police checks (or equivalent depending on location).

### **About You**

- A thorough understanding of the IT needs of virtual organisations working across multiple geographies
- Strong knowledge of relevant IT systems for an organisation of our size and scope including experience with Microsoft 365, including SharePoint, as well as knowledge of alternative products and their strengths and weaknesses
- Knowledge or the willingness to learn about accessibility and multi-language functions within IT systems
- Good knowledge of the IT security issues most relevant for an organisation of our size and scope
- Experience of working as an IT professional, ideally within a charity or NGO where you are the only person with expertise in this work
- Experience building relationships with external providers and handling procurement conversations with them
- Willingness to be both hands on and to develop plans that involve others
- An understanding of Disability Justice and a willingness to apply its principles in your work
- Strong interpersonal skills and the ability to work with colleagues across cultural difference
- A commitment to shifting and sharing power in international development and a willingness to work out how this should impact our approach

**If these statements sound like you, then we highly encourage you to apply for this rare and exciting job opportunity at ADD International.**

### **How to apply.**

Interested applicants should send the following attachments by email:

- Their CV (max 3 pages)
- Your answers to the below 3 questions (maximum 1,000 words or 6 minutes audio/video)
- Completed [Equal Opportunities Form](#)
- The names, contact numbers and addresses of 2 referees (please state if you are not

happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

1. Why are you interested in being considered for this role and how would your skills and experience enable you to succeed?
2. How would you ensure that IT systems are accessible, secure, and effective for a diverse, global, and virtual workforce? Please share any past examples.
3. What do you see as the main priorities for this role for the next 6 months?

Please send your application to [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date below.

If you need an accessible format or the application documents, or another way to apply, or if you have any queries about the application process, please contact [recruitment@add.org.uk](mailto:recruitment@add.org.uk)

**Application deadline: Monday 29 September 2025, 9am UK Time**

**First round interviews will be held during the week commencing 13 October**

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

### **Equal opportunities.**

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. We also prioritise applications from disabled people, this means that we first only review applications from those who identify as disabled. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

### **Safeguarding.**

The nature of ADD's work as participatory grant-maker for disability justice means that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse.

ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

### **Data protection.**

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different countries, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.