



IT MANAGER

APPLICANT BRIEFING PACK

DECEMBER 2025





## ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

### Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

### The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

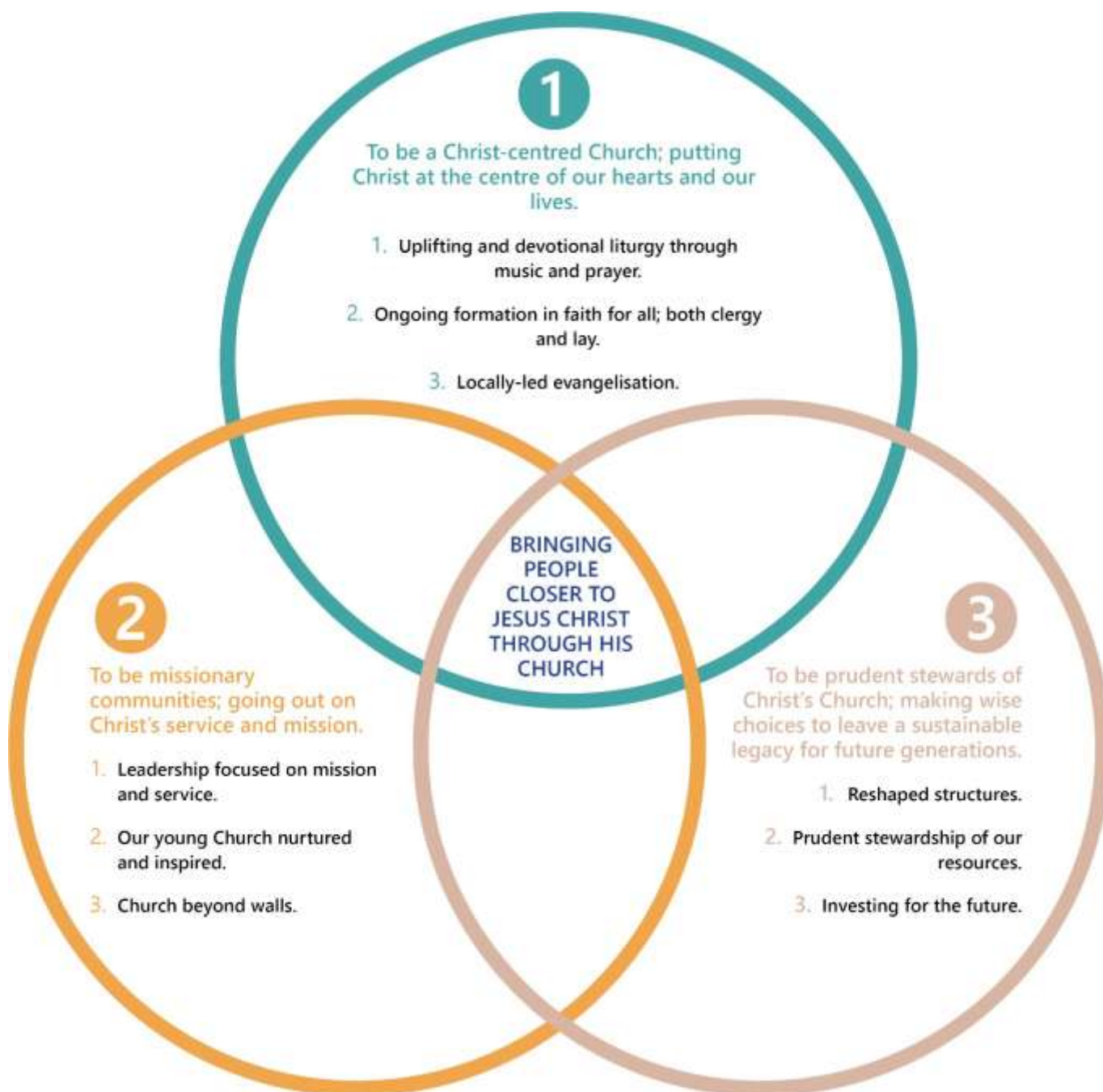
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



## Ten-Year Mission Plan

*You Will Be My Witnesses* in summary



## **1. Role Purpose**

The postholder will lead and manage the Diocese's IT infrastructure and service delivery, acting as the intelligent customer for outsourced IT provision, ensuring effective, secure, and future-proof systems are in place across the central diocesan services and parishes. The role is pivotal in driving digital transformation, maintaining high standards of cyber security and data protection, and enabling the Diocese to adopt new technologies in line with its mission.

## **2. Key Internal and External Relationships**

- The Bishop and Senior Management Team.
- Priests and Deacons across the Diocese.
- Parish employees and volunteers.
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance).
- External suppliers and contractors.

## **3. Main Duties**

### **Strategic IT Management**

- Act as the lead contact and informed client for the Diocese's outsourced IT provider.
- Work closely with and give directions to the IT support post allocated by the outsourced provider, including one day per week onsite presence.
- Lead the planning and implementation of IT changes and upgrades, including the transition to Windows 11.
- Develop and maintain the Diocesan IT roadmap in consultation with leadership.
- Champion the adoption of new technologies, including artificial intelligence, to improve efficiency.

### **Standardisation and Support**

- Oversee the rollout of standardised IT systems, hardware, and software across the Diocese.
- Provide support and guidance to parishes on IT matters including procurement, basic troubleshooting.
- Lead the procurement of broadband and mobile telephony services.

### **Cyber Security and Disaster Recovery**

- Develop and oversee the Diocese IT disaster recovery plan and business continuity protocols.
- Ensure robust cyber security arrangements are in place and regularly tested.
- Monitor threats and work proactively to mitigate IT-related risks.

### **Systems Development**

- Collaborate with departments to support the development and introduction of new systems (HR, property parish administration system) by ensuring appropriate IT infrastructure and capability.
- Act as a project lead or subject matter expert during new system rollouts and upgrades.
- Manage the responsible and ethical deployment of artificial intelligence tools, ensuring alignment with diocesan values, data protection law, and cyber security standards.
- Promote and maximise the effective use of Microsoft 365 and SharePoint to support collaboration, document management, and digital workflows across diocesan offices and parishes.
- Ensure diocesan staff and clergy are equipped to use Microsoft applications confidently and securely, including delivering or commissioning targeted training as required.

### **Data Protection and Information Governance**

- Ensure compliance with data protection regulations, including GDPR.
- Provide technical support in the management of Data Subject Access Requests (DSARs).
- Assist in audits and the maintenance of records related to IT and information security.

### **Training, Documentation and Reporting**

- Deliver internal training and guidance to staff and clergy on IT systems, tools, and best practice.
- Produce reports, business cases, and presentations for diocesan leadership, committees, and trustees.
- Attend key committees to present reports about IT development.
- Maintain documentation for all IT systems, policies, and procedures.

### **IT Risk Management**

- Work with the outsourced provider to Identify, assess, and monitor risks associated with the Diocese's IT infrastructure, systems, and data, including hardware failure, cyber threats, software vulnerabilities, and user behaviour.
- Develop and maintain a comprehensive IT risk register and ensure risks are escalated and addressed through appropriate mitigation strategies.
- Lead the implementation of preventative measures to reduce exposure to data loss, breaches, service disruption, or compliance failure.
- Ensure robust incident response procedures are in place and tested, and lead on recovery and learning from any IT-related incidents.
- Collaborate with the Head of Governance and Diocesan leadership to integrate IT risk management into wider organisational risk frameworks and governance structures.
- Contribute to the annual insurance renewal process by advising on IT-related risks, controls, and asset coverage, and support the resolution of queries relating to cyber insurance, data loss, or infrastructure protection.

### **Personal Development**

- Stay up to date of emerging technologies, digital tools, and best practice in IT management, advising the Diocese on potential benefits, risks, and opportunities for adoption.
- Participate in national diocese networks relevant to IT disciplines.

## **4. Professionalism and values**

- Uphold and promote the ethos and values of the Catholic Church.
- Collaborative team player, able to work departments and with clergy.
- A practical problem-solver with a proactive and flexible approach.

## IT Manager – Person Specification

<b>Competence, Expertise and Knowledge:</b>	
<b>Essential</b>	<ul style="list-style-type: none"><li>• Recognised IT qualification</li><li>• Competent in TIA, Microsoft Certified, ITIL</li><li>• Strong understanding of IT infrastructure, cyber security, and networks</li><li>• Demonstrated experience of managing outsourced IT services</li><li>• Excellent interpersonal and communication skills</li><li>• Proven ability to lead change and deliver complex projects</li><li>• Ability to support and train non-technical users</li><li>• Strong report writing and confident presentation skills</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Degree in IT or related discipline or equivalent level</li><li>• Experience working in a church, charity or not-for-profit setting</li><li>• Experience with AI technologies in business applications</li><li>• Familiarity with telecoms procurement and systems</li><li>• Experience supporting data protection compliance</li><li>• Certification in project management (e.g., Prince2, Agile)</li></ul>



## Salary, Benefits & Location

Salary: £40,000 - £45,000 per annum, based on experience

Contract: Permanent, Full-time

Hours: 37.5 hours per week

Location: St Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA

Reports to: Director of Finance

Direct Reports: 0

## Benefits

25 days holiday plus bank holidays (pro-rata)

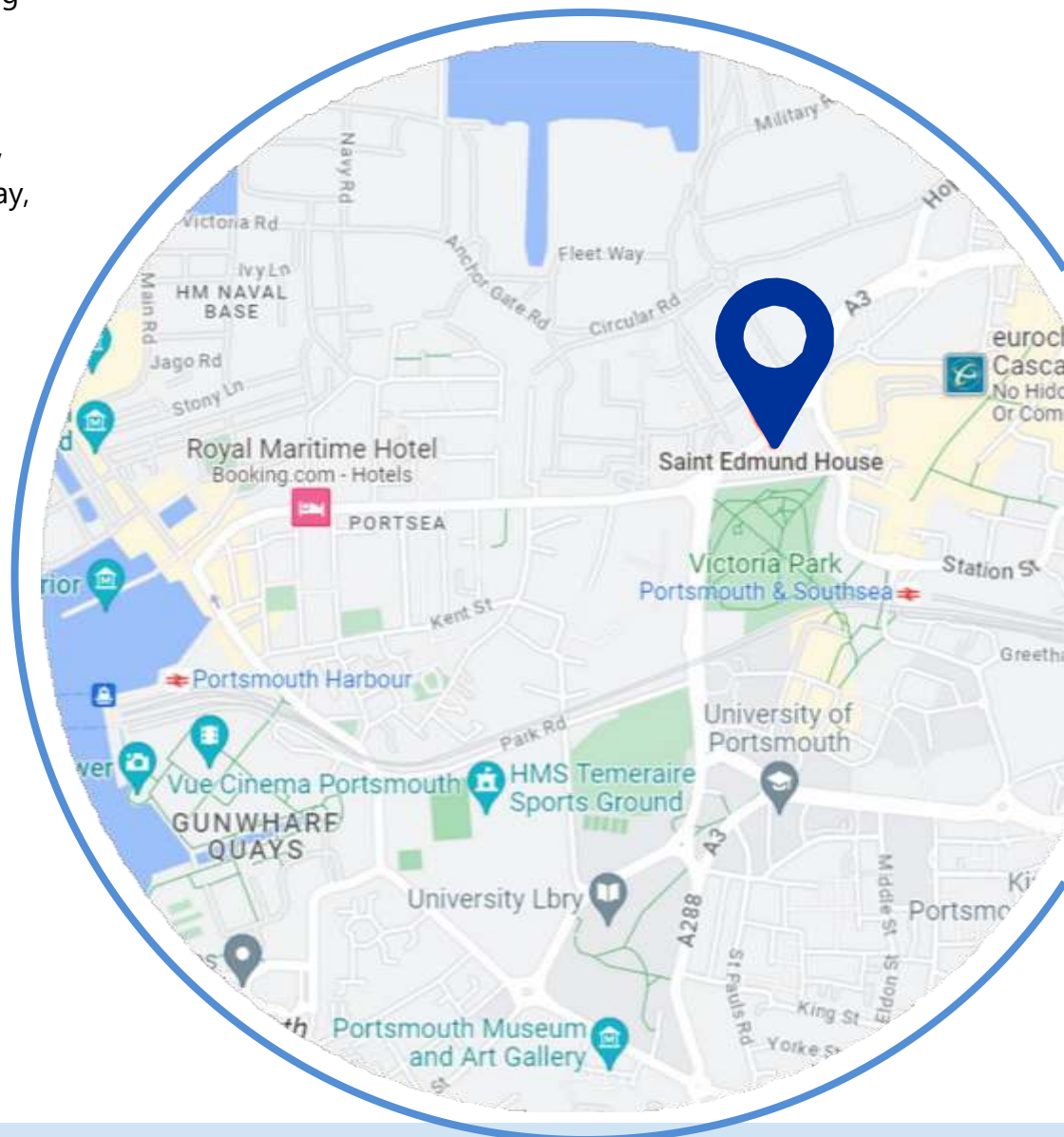
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

## Head Office

St. Edmund House,  
Bishop Crispian Way,  
Portsmouth,  
PO1 3QA





## How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to [recruitment@portsmouthdiocese.org.uk](mailto:recruitment@portsmouthdiocese.org.uk) Please state 'IT Manager' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Wednesday 7<sup>th</sup> January 2026.

## Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

## Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

## Applicant Briefing Pack – **IT Manager**

