

Technical Advisor Office IT Systems

Reporting to: Systems Manager

Liaison with: Systems Manager

Contract period: Voluntary annual contract (non-remunerated)

Salary Range: n/a (reasonable pre-agreed expenses may be reimbursed)

Usual working hours: Flexible, as agreed, typically a few hours per month as required

Location: Primarily remote, with occasional online or in-person meetings (London-based optional South Kensington, London).

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. We utilise an anonymous shortlisting process for recruitment, which means no personal data will be visible to the shortlisting panel.

If you are interested in applying and require any accessibility adjustments to the application process, please do let us know when you apply. Thank you.

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future.

We prepare and take young people on adventures and expeditions to remote locations where they face challenges, gain skills and learn about themselves - as well as acquiring knowledge relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

The Role in Detail

As a youth development charity providing a range of practical programmes for young people from diverse backgrounds, the integrity of our office systems is of particular importance to us. We seek a Technical Advisor (Systems) to provide voluntary specialist advice and challenge us to strengthen and streamline our digital systems and processes, supporting data integrity, automation, and efficiency across the charity in the pursuit of our charitable aims. We have worked with technical advisors in other areas of programme delivery (for medical advice for example) for many years.

This is a non-operational, advisory role. The Technical Advisor (Systems) is contracted, but not responsible for delivery, implementation or system performance, but provides expertise and guidance to inform decision-making and to promote best practice in digital governance and design.

Personal Attributes

A pragmatic and dependable individual who takes a thoughtful, structured approach to their work and is motivated by supporting a charity with purpose. They are analytical, organised, and adaptable, able to balance attention to detail with awareness of the bigger picture, and communicate ideas clearly to help strengthen systems.

Main responsibilities & accountabilities

- Review and advise on the design and logic of CRM systems, automations, and integrations (including Podio and related tools).
- Support the development of templates, tools, and procedures that improve data integrity and internal efficiency.
- Offer independent oversight and recommendations on system reliability, scalability, and governance.
- Advise on documentation, process mapping, and system risk management.
- Participate in occasional review or planning meetings (typically quarterly or as required).
- The role may also offer input on the charity's digital resilience and cybersecurity posture, helping to identify good practice and proportionate safeguards across platforms and processes.

Person Specification;

Skills, Knowledge and Understanding	Why we need these
Broad understanding of how digital systems and workflow automations operate (for example logic branches, triggers, and data flows).	To design efficient, effective systems.
Familiarity with platforms such as Podio, Power Automate, or similar CRM and automation tools	To provide relevant context and insight when advising on our existing systems and integrations.
Understanding of data integrity, digital governance, and good documentation practice.	To help ensure systems are accurate, reliable, and managed efficiently.
Strong analytical thinking and structured, collaborative problem-solving skills.	To support clear, logical decision-making and effective teamwork.
Awareness of common cyber-security risks within small organisations and how system design, permissions, and user behaviour can mitigate them.	To support continuous improvement and resilience within our digital infrastructure.

Working Practices

This voluntary role is dependent on satisfactory receipt of professional references and an enhanced DBS check.

How to apply

To apply for the role, please submit your CV and Cover letter to info@britishexploring.org

Key Dates:

Interviews will take place in person at our offices in South Kensington, London.

We will interview interested applicants on a rolling basis. Unfortunately, we will not be able to offer feedback to any candidates not shortlisted.

Start date will be as soon as is possible.

Thank you for your interest in this role and in British Exploring Society