The Ellen MacArthur Foundation has an opportunity for an IT Technician to join its growing team in Cowes, Isle of Wight. The successful candidate will be responsible for the day-to-day operational activities of help-desk support, network administration and systems at the Foundation’s office in Cowes.

What we do:

The Ellen MacArthur Foundation is a charity with the mission to accelerate the transition to a circular economy. The Foundation works across four interlinking areas:

- Education – inspiring a generation to re-think the future
- Business – catalysing circular innovation across the economy
- Analysis – providing robust evidence about the benefits of the transition
- Communications - sharing informative content and stimulating dialogue around the circular economy framework

Role & Responsibilities:

- Provide on-site, remote, telephone and email technical support to the Foundation team
- Diagnose and solve hardware and software faults
- Maintain and monitor existing systems
- Install and configure Mac and other IT hardware and software
- Assist in the development and implementation of processes to maintain a stable network environment
- Train staff with IT related equipment and software
- Assist the IT Manager with project work to grow the technology infrastructure of the company
- Test and evaluate new technology
- Order from and maintain good relations with our suppliers

Qualifications & Skills:

- Knowledge of current Mac, Windows and mobile operating systems
- Knowledge of core desktop and cloud business applications
- Good understanding of Google apps
- Organised and thorough with a strong attention to detail
- Clear and analytical thinking as well as an ability to ask the right questions
- Good oral, electronic and written communication skills across all levels of the company
- Willingness and ability to learn new skill quickly
- Ability to document processes, procedures and results
...please apply with CV, covering letter and salary expectation to Jo Bootle. (jo.bootle@ellenmacarthurfoundation.org)

Desired starting date: As soon as possible
Salary package: Competitive
Dependent on experience

If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org