

Information Technology Trustee and/or Volunteer

York House Arts and Youth Centre, Stony Stratford, Milton Keynes

Time commitment:

Approx. 2–6 hours per month

(Board meetings for Trustees on the second Tuesday of every month, and occasional advice as needed)

About the Role

York House is looking for a trustee and or/volunteer with **Information Technology** experience to join our friendly team. As a small but active charity supporting the local community through arts and youth, we're keen to make sure we're doing things properly when it comes to people, especially staff, freelancers, and volunteers.

We are looking for a tech-savvy and proactive Volunteer IT Support Officer to help keep our small charity running smoothly behind the scenes. From troubleshooting tech issues to improving our systems, your skills will directly support our mission and team.

What You Will Be Doing

- Providing basic IT support to staff and volunteers (in person or remotely)
- Maintaining and updating computers, software, and systems
- Supporting email, file storage, and communication tools (e.g., Microsoft 365, Google Workspace, Zoom)
- Assisting with data backup procedures and promoting cybersecurity best practices
- Setting up new devices and user accounts
- Suggesting improvements to streamline digital tools and processes

What We Are Looking For

- A good understanding of IT systems, hardware, and commonly used software
- Someone friendly, patient, and able to explain technical things in everyday language
- Ability to work independently and manage time effectively
- Strong problem-solving skills and a proactive attitude

Bonus If You Have

- Experience working with small organisations or charities
- Familiarity with remote support tools like TeamViewer ??????
- Skills in managing or editing websites (e.g., WordPress, Wix ??????)
- Knowledge of CRMs or database management
- Interest in training others or creating basic tech guides

Why Join Us?

- Make a real difference in your local community

- Share your knowledge to help keep us running smoothly
- Join a warm and welcoming team of trustees and volunteers
- Flexible, low-commitment role – we understand people are busy!

Interested?

We'd love to hear from you. Just drop us an email marked F.A.O Ken Daniels and Referenced – Human Resources Trustee and/or Volunteer role with a short note about your experience and interest to:

info@york-house.org.uk

If you'd like a chat about the role first, contact Ken Daniels at info@york-house.org.uk

*A **Trustee** plays a vital leadership role in a charity, helping to guide its mission, shape its strategy, and ensure its well-run and financially sound. It's a rewarding position with the opportunity to make a meaningful, lasting impact.*

*A **Volunteer** gives their time and energy to support a charity's work on the ground. They're essential to delivering services and creating positive change, often forming the heart of the organisation's community.*