



PhotoCredit/CARE

Introduction

Background Information

CARE International is a global humanitarian organisation leading the fight to end poverty in the world's most challenging situations. Women and girls are at the centre of our work, because we cannot overcome poverty and inequality until all people have equal rights and opportunities. We know that when a crisis erupts, women are often the first to pick up the pieces, so we work alongside women, so they have the power to make change where it's needed most. Founded in 1945, CARE currently works in **over 100 countries** and last year alone **reached 53.4 million people** through nearly **1,500 projects**.

CARE International UK

In the UK, CARE is supported by thousands of people across the country. A community who stands in solidarity with women and their communities - helping to transform lives across the world. **CARE International UK** is one of 20 members of a global confederation. We employ nearly 100 people and generate around £50 million a year.

At CARE, we stand for equality. Women's leadership is at the heart of everything we do, as we know we cannot overcome poverty or inequality until everyone has equal rights and opportunities. We stand with women in all their diversity and work in solidarity with feminist movements and organisations. We are guided by our 5 key **Feminist Leadership Principles**:

- **We care:** We prioritise caring for the people we work with, for ourselves and each other. We value wellbeing and promote an equitable, social, and healthy workplace.
- **We work to be anti-racist, diverse and inclusive:** We build diverse and inclusive teams, creating ways for everyone to be heard, respected and to thrive. We take account of intersectionality. We will address racism, discrimination, and abuse of power.
- **We earn trust and are accountable to one another:** We acknowledge that trust is the foundation of accountability and respect. We hold each other to account at all levels to deliver on CARE's strategy, mission, and vision. We give and receive feedback respectfully and learn from our mistakes.
- **We create supportive spaces for collaboration:** We work to ensure everyone is empowered to share ideas, challenge accepted wisdom and collaborate creatively to achieve a better future.
- **We use and share power responsibly and transparently:** We make decisions in ways that are informed by the people they affect. We are transparent in explaining how we have reached decisions and where possible we create space for others to lead.

Job Description

1. Overview

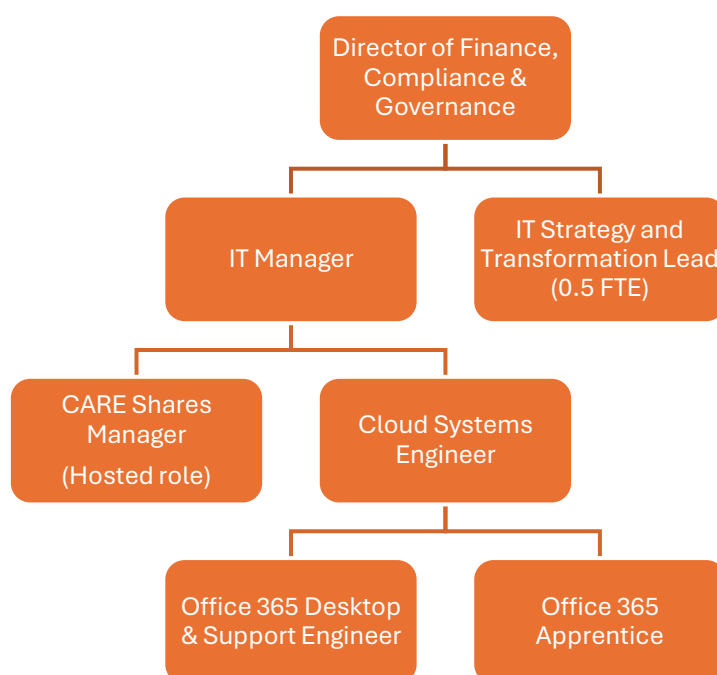
Post Title:	Cloud Systems Engineer
Directorate:	Resources
Team:	Information Technology
Responsible to:	IT Manager
Accountable to:	Director of Finance, Compliance and Technology
Base Location:	1 St John's Lane, London, EC1M 4AR

Hybrid working. There is an expectation that you will be in the office 3 days per week.

CARE International UK (CIUK) reserves the right in consultation with employees to change base location according to organisational and departmental requirements.

Line Management Responsibility:	Yes
Budgetary Responsibility:	None. Has delegated responsibility for ensuring value for money for goods/services purchased.

Organogram



2. Role Purpose

We are seeking an experienced and highly skilled Cloud Systems Engineer to lead the management, optimisation, and security of our cloud infrastructure and enterprise systems.

The successful candidate will play a key role in maintaining highly available, secure, and scalable cloud environments while supporting infrastructure transformation, automation, and operational excellence.

The ideal candidate is a technically strong cloud infrastructure professional who combines hands-on engineering expertise, operational maturity, and a strong security-first mindset. They are comfortable leading technical initiatives, mentoring engineers, and supporting the organisation's ongoing infrastructure transformation.

This role requires deep technical expertise across cloud technologies, systems administration, security, and modern infrastructure management.

The ideal candidate will also mentor junior team members, contribute to strategic IT initiatives, and drive continuous improvement across the environment.

3. Specific Areas of Responsibility

Cloud Infrastructure Administration

- Lead the administration and support of cloud platforms including Microsoft Azure and hybrid cloud environments.
- Design, implement, and maintain secure and scalable cloud solutions.
- Monitor cloud infrastructure performance, availability, and capacity.
- Manage cloud networking, storage, compute resources, and identity services.
- Support cloud migrations and infrastructure modernisation initiatives.
- Lead troubleshooting activities for complex infrastructure issues and maintain highly available environments.

Systems & Platform Management

- Administer Windows and Linux server environments.
- Manage enterprise infrastructure services including Active Directory, Entra ID, DNS, DHCP, Group Policy, and VPN technologies.
- Manage Microsoft 365 services including Exchange Online, SharePoint, Teams, and Intune.
- Oversee patch management, upgrades, and lifecycle management activities.
- Maintain backup, disaster recovery, and business continuity solutions.

Security & Compliance

- Implement and maintain cloud security best practices.
- Manage multi-factor authentication, Conditional Access policies, endpoint security, and privileged access controls.
- Monitor and respond to security incidents, alerts, and vulnerabilities.
- Support compliance and audit activities aligned to organisational standards and regulatory requirements.
- Conduct regular access reviews and security assessments.

Automation & Optimisation

- Develop and maintain automation scripts using PowerShell and Bash, with Terraform as a desirable additional capability.
- Support Infrastructure as Code and DevOps initiatives.
- Identify opportunities for optimisation, cost reduction, and performance improvement.
- Improve operational efficiency through automation and standardisation.

Monitoring, Support & Leadership

- Provide 2nd and 3rd line technical support and incident resolution.
- Maintain monitoring and alerting systems across cloud and on-premise environments.
- Create and maintain technical documentation, SOPs, and knowledge base articles.
- Mentor junior engineers and provide technical leadership within the team.
- Participate in project delivery, change management, and technical planning sessions.

Key Internal and External Contacts

External Contacts	Internal Contacts
• External hardware and software suppliers • General network and VOIP distributors/suppliers • Provide desktop and network support to all of the European CARE offices under defined Service Level Agreements	• Employees at all levels across CIUK • IT Working Group (UK based and sometimes abroad) • IT Staff in the wider CARE community (Remote and internationally based)

4. Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process:
Application = A, Interview = I, Test = T, Presentation = P.

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

Skills / Abilities	• Microsoft Certified: Azure Administrator Associate • Microsoft Certified: Azure Solutions Architect Expert • Amazon Web Services Certified SysOps Administrator • CompTIA Security+ • Cisco CCNA • ITIL Certification • Strong leadership and mentoring capabilities. • Excellent communication and stakeholder management skills. • Strong problem-solving and decision-making abilities. • High attention to detail and security awareness. • Ability to work under pressure and manage competing priorities. • Proactive and solutions-focused mindset.	A A A A A A A, I A, I, P I, T A, I, T I A, I
Experience	• Extensive experience in a Lead Systems Administrator or Cloud Infrastructure role. • Strong hands-on experience with Microsoft Azure, Microsoft 365, Windows Server administration, and hybrid cloud environments. • Strong understanding of networking principles, firewalls, VPNs, DNS, DHCP, and TCP/IP. • Experience with Active Directory and Entra ID, Intune / Endpoint Manager, virtualisation platforms such as VMware or Hyper-V, and backup and disaster recovery solutions. • Strong PowerShell scripting and automation experience. • Excellent troubleshooting and analytical skills. • Experience with Azure, Terraform or Infrastructure as Code, DevOps tooling and CI/CD pipelines, SIEM and security monitoring tools, and Kubernetes or container technologies. • Exposure to ISO 27001 or Cyber Essentials frameworks.	A, I A, I, T A, I, T A, I, T A, T I, T A, I, T A, I

	Experience leading technical projects or mentoring junior engineers.	A, I
Other	- Hybrid working available. - Occasional out-of-hours maintenance support.	I I

- In addition to the specification above the additional duties may be reasonably required by a senior manager within the scope of the above.*
- This document forms part of the post holder's contractual terms and conditions of employment.*
- The document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.*

5. The Application and Recruitment Process

1. Guidance on completing the application form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We are interested in what you did and the outcome. You may wish to include experience, skills, and knowledge you acquired inside and outside of formal employment including through education, volunteering, and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org. We proactively ask all applicants invited to interview if any adjustments are needed to facilitate their participation.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. References will only be taken up as part of pre-employment checks if you are offered the role.

4. Equalities Monitoring

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

5. Shortlisting

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

6. Interviews

As part of the selection process, you may be asked to complete an exercise before/during/after the interview. You will meet with a panel who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the role. At the end of the interview, you will have the opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within two weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

6. Special features

Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a disability confident employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact hrteam@careinternational.org.

Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives, or partners. Recruitment to all jobs in CARE International UK includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

7. Terms and Conditions

Salary:	£49,931 per annum
Working hours:	35 hours per week
Location:	Hybrid working. There is an expectation that you will be in the office 3 days per week.
Contract:	Permanent
Annual leave:	25 days per annum
Pension scheme:	3% employee contributions and 6% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, please click [here](#).

Other Information

In line with legal requirements and the nature of CARE International UK's work, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of 5 years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance, or misconduct concerns. Note that CARE International UK participates in the Inter Agency Misconduct Disclosure Scheme ([** more details below](#)). References will be requested in accordance with that scheme.
- i. **DBS check (Basic)**
- ii. **Bridger check (** more details below)**
- iii. **Evidence of the eligibility to work in the UK.**

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** In line with the Inter Agency Misconduct Disclosure Scheme, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under

investigation when you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>

*** A Bridger Check gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>

For further information please visit careinternational.org.uk
CARE International UK is a registered charity in England and Wales (292506)