

## Job Description and Person Specification

<b>JOB TITLE</b>	<b>Regional Chief Technology Officer</b>
<b>TEAM</b>	Shared across 5 separate charities in the Southwest region (Exeter, Salisbury, Bristol, Bath & Wells, Truro).  The lead organisation will be Salisbury (Emmaus House, Wilton, SP2 OFT) and the role will be located within the Technology & Change team of this organisation
<b>DURATION</b>	Full-time, 24-month fixed term
<b>WORKING PATTERN</b>	Hybrid or homeworker  The post-holder will be required to travel regularly across the Southwest region, with an onsite presence in each organisation at least once per month.
<b>LINE MANAGER</b>	Director of Finance & Operations (Salisbury) – delegated authority for all employment and day-to-day management of the post holder.  A Joint Steering Committee will provide strategic oversight and direction for the post holder, monitor and evaluate progress, and make key decisions.
<b>RESPONSIBLE FOR</b>	-

### JOB PURPOSE

The Regional Chief Technology Officer provides strategic leadership and hands-on delivery of a technology and process optimisation programme across the five South West dioceses. The role is responsible for identifying and implementing opportunities to improve operational and financial efficiency through process mapping, digital transformation and the responsible adoption of innovative technologies, including AI. The postholder will work collaboratively across the dioceses to modernise systems, strengthen resilience and release resources to better support the Church's mission and ministry in the region.

## DUTIES AND RESPONSIBILITIES

### Strategic Leadership:

- Develop, articulate, and implement a shared digital transformation and technology strategy that is directly aligned with the overarching mission and strategic goals of the five dioceses.
- Act as the principal technology advisor to the Diocesan Secretaries and their senior leadership teams.

### Process Mapping & Optimisation:

- Lead a comprehensive, collaborative review of key administrative and operational processes within the Diocesan Boards of Finance (DBFs) and in parishes where appropriate.
- Use process mapping techniques to identify inefficiencies, bottlenecks, and areas for improvement, and then design and implement optimised workflows.

### AI & Responsible Innovation:

- Actively research, evaluate, pilot, and implement appropriate AI and automation tools to enhance efficiency, support fundraising, and improve service delivery.
- Ensure all innovation is undertaken responsibly, ethically, and with a clear focus on tangible benefits.

### Stakeholder Management & Engagement:

- Build and maintain strong, collaborative relationships with a diverse range of stakeholders across all five dioceses, including clergy, staff, and volunteers.
- Foster a culture of digital literacy and champion the benefits of change in a clear, accessible, and empathetic manner.

### Project & Change Management:

- Oversee the full lifecycle of technology and process improvement projects, from initial conception and business case development through to delivery, user training, and final handover.
- Employ robust project management methodologies to ensure projects are delivered on time and within budget.

## Governance, Security & Compliance:

- Ensure all existing and new technological solutions are secure, resilient, and fully compliant with all relevant regulations, with a particular focus on UK GDPR and data security best practices.
- Develop, implement, and maintain clear technology policies and procedures for the consortium.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

## ADDITIONAL INFORMATION

The role requires a high degree of discretion and professionalism, as it involves handling confidential and sensitive information.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to be able to travel regularly across the Southwest region, being onsite with each diocese at least once a month and be available to attend events outside normal working hours on a "time off in lieu" basis.

# Person Specification

Essential Attributes
<b>Qualifications, Training &amp; Experience</b>
<ul style="list-style-type: none"><li>• Proven and extensive senior technology leadership experience (e.g., CTO, Head of IT, Director of Digital Transformation) with clear evidence of strategic impact.</li><li>• Relevant degree (or equivalent) in a technology-related discipline, with appropriate professional certifications in technology, architecture, project or change management, and membership of a relevant professional body.</li><li>• Strong track record in business process mapping, analysis and re-engineering delivering measurable efficiency gains.</li><li>• Practical experience evaluating, procuring and implementing modern technology solutions, including cloud platforms (e.g., Microsoft 365), CRM systems and data analytics tools.</li><li>• Demonstrable experience of, or well-informed and practical interest in, the responsible and ethical application of AI and automation in an organisational context.</li><li>• Significant experience in technology strategy, budget management, vendor negotiation and delivery of complex, multi-stakeholder programmes.</li><li>• Experience in the charity, non-profit or similarly complex, values-driven sector is highly desirable.</li></ul>
<b>Competencies &amp; Behavioural requirements</b>
<ul style="list-style-type: none"><li>• Exceptional communicator and translator: Able to convey complex technical concepts in clear, accessible language and influence a wide range of non-technical stakeholders with confidence.</li><li>• Strategic yet pragmatic thinker: Sees the big picture and aligns technology with organisational priorities, while remaining hands-on and focused on practical, value-adding solutions.</li><li>• Collaborative and emotionally intelligent leader: Builds trust and consensus across diverse stakeholders and cultures, leading change with empathy, credibility and sensitivity.</li><li>• Resilient and delivery-focused: Proactive and self-motivated, with the drive and discipline to deliver complex, multi-year programmes and achieve measurable outcomes.</li><li>• Culturally astute and values-aware: Demonstrates understanding of, and respect for, the Church of England's context, governance and ethos, navigating the environment with diplomacy and good judgement.</li></ul>

Employee Name:

Line Manager Name:

Signature:

Signature: