Role Description – Chief Information Officer (CIO)

Our Organisation

Boost Foundation is an organisation that is dedicated to make this world a better place. We select humanitarian and environmental projects around the world that will help improve society. If you receive this 'Role Description' then we believe that there is a role for you in our organisation and think that together we can make a change.

Overview of the Volunteer Role

A team of volunteers are responsible and take pride in selecting and completing several projects for Boost Foundation. It cannot go unnoticed that IT is an important part of being efficient and up-to-date. The CIO is not just a simple volunteer but is a core member of the board and will be playing a major role in the organization with a number of responsibilities and tasks. You will be making executive decisions regarding things such as, the purchasing of IT equipment and software from suppliers or the creation of new systems. You will have to maintain close ties with other departments and help them with IT requirements and possible improvements. In the beginning you will take over a number of tasks from the previous CIO – Justin Sloove. After those tasks are covered, you will be free (within the board framework) to set out new actions. In addition, CIOs are directly required to map out both the ICT strategy and ICT policy of an organization. The ICT strategy covers future proofing, procurement, and the external and internal standards laid out by boost foundation's ambitions. Similarly, the CIO must write up the ICT policy, detailing how ICT is utilized and applied. Both are needed for the protection of Boost Foundation in the short and long term and the process of strategizing for the future.

Supervisor

Ian Upton – Chief Executive Officer at Boost Foundation

You will also work closely with Justin Sloove – Chief Financial Officer (and previous Chief Information Officer as well)

Tasks

Responsible for the IT department

Involved with driving the analysis and re-engineering of existing business processes

Identify and develop the capabilities to use new tools

Reshape Boost Foundation's infrastructure and network access

Identify and exploit our knowledge resources

Create ICT strategy and ICT policy

Time Commitment

Weekly meetings on Wednesday- 19:00-20:00

Monthly meetings are on the first Sunday of the month- between 13:00-18:00 (Secretary will announce the times more specifically)

Apart from the meetings, you will have to work on your own time. You are free to select your own working hours. Being part of the core team requires your time and there will be a few weeks that you have to spend

more time on Boost than other weeks. The time you spend on Boost also depends heavily on your own ability and efficiency.

Location

The weekly meetings are communicated through skype for Business (Online) but the monthly meetings (once a month) will be held in Delft (OGD building). Apart from meetings, you are able to gather with other members to work on Boost tasks (work sessions) - the location for this is flexible and usually agreed upon between the members involved.

Skills, Experience & Qualities Required

• Strong organisational skills with an emphasis on using and supporting the knowledge within Boost Foundation.

• Has a background in IT systems and IT knowledge

• Ability to work well in a team and has a proactive attitude

• Ability to learn and adapt to different situations

• Ability to take responsibilities and help with decision making

Training & Induction

You will be introduced to the Boost Foundation and its members. Your supervisor (the CEO and CFO) will be your closest link and tie to the organisation. We will provide you with a few documents so you have a clear idea about who we are. The current CFO (and previous CIO) will update and guide you with Teamleader, Office365 and the current IT policy & plans. Once you are introduced to the board you will have what we call a settling in period. Use this time wisely as you can get a feel about the organization, its members and how we work. This period is used to see if we are a good fit for each other.

Support & Supervision

• You will receive ongoing support from your supervisor mainly but also know that entire Boost is supporting you.

• You will have to report and update the other board members about what you are doing and the progress you are making.

Benefits

Personal development

Opportunity to build up experience

Increase your network and be recognized as a board member for Boost Foundation

Opportunity to get credit and recognition for your work from the network Boost has (recommendations, references, LinkedIn and CV approval etc.)

The chance to help and contribute towards many different projects to make this world a better place

Expectations

• You are expected to act in accordance with the goals and values of Boost Foundation

• You are expected to make an effort to integrate the IT into both our long-term strategy and its immediate business plans

• Keep contact with your supervisor and keep us informed about what you do when representing Boost Foundation

For more information contact your supervisor – Ian Upton or the HR manager – Erudini Smits