**IT OFFICER**

**(Part-time: 28 hours per week)**

**Hybrid Working between home and all our Big Noise centres throughout Scotland**

***£34,923 to £38,953*** ***per annum (pro rata)***

*(New staff are appointed on the first point of the scale)*

Sistema Scotland’s vision is to improve lives and strengthen communities. Working with children, young people and their families, we focus on early intervention and stimulating generational social change. By playing music together in ensembles and orchestras, we aim to grow confidence, respect, teamwork and aspiration in the children, young people and communities we work with.

We deliver our work through six Big Noise programmes: in Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh.

Working closely with the Head of Operations and IT you will support the organisation to maximise its use of Microsoft 365, and support the creation and refinement of IT processes and protocols.  You will have experience of working in an IT support role with a mixed IT ability staff team, with demonstratable knowledge and experience in working with Microsoft 365 and SharePoint at an advanced level.  You will also have excellent organisational, listening and questioning skills, with the ability to independently manage a high-pressure workload.

This is a permanent post, working 28 hours a week (pattern of work to be agreed with line manager).  The role forms part of the central team, working on a hybrid basis between home and travelling throughout Scotland to all our Big Noise centres.

For further details please visit our website http://www.makeabignoise.org.uk/work-with-us where you can view the full job/person specification and complete our online application form (no CVs please). For any additional information please e-mail [recruitment@sistemascotland.org.uk](mailto:recruitment@sistemascotland.org.uk) or telephone 01786 236914.

We welcome applications from diverse musical and cultural backgrounds. We also welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK.  For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>.

**Closing date for applications is Friday 29th August 2025 at 10.00am**

The selection process will be held in Raploch, Stirling on Thursday 11th September 2025 and will include a panel interview and a short competency task.

All successful applicants will be subject to PVG check.