# Enterprise Architect

*CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.*

## An introduction to CAP

Christians Against Poverty is a dynamic and growing charity with a clear vision, award-winning culture and passionate workforce.

Our vision for the future is "Transformed Lives. Thriving Churches. An end to UK poverty".

We exist to equip the local Church to reach out into communities and to serve those in need. Our highly effective collection of services enable us to break through the crippling spiral of poverty, isolation and stress that impacts so many across the UK.

In its place, we deliver hope, peace and freedom through our excellent and compassionate services. We offer debt advice through our network of Debt Centres, assistance finding employment through Job Clubs, and valuable tools for living through Life Skills and CAP Money training.

By offering these in partnership with the Church, we also see hundreds of people a year responding to Jesus and finding belonging in a church family.

We also integrate our values into who we are and how we work. To join CAP is to commit to growing with us into being more Christ-centred, compassionate, united and passionate.

This year in particular is a chance to join CAP at the start of a significant new chapter. As we turn 25 years old we are modernising our services to:
- improve our offering to church partners,
- increase client empowerment and
- make our services scalable.

The need in the UK for debt counselling is already great, and growing further. This means re-imagining our service design, our processes and the IT systems that support our work. CAP is looking to introduce new technologies alongside significant system redevelopment, and we'd love you to consider joining us to be part of this journey ahead.

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## An introduction to the Tech team

We are passionate about using our technical skills to provide excellent solutions and generous support. Remote workers enjoy monthly expenses paid trips to head office, and all team meetings are online and designed to make remote workers feel fully able to contribute and collaborate. If you are in Head Office, our recently renovated staff breakout space provides a great place to relax and get to know other staff over lunch or during breaks.

The Tech team is rapidly growing with a mix of permanent staff, contractors and specialists. We are growing the number of product teams that between them manage over a dozen systems used by nearly 400 head office staff and 1000s of frontline workers and volunteers that make up our vibrant network of over 600 church-based centres. We also support and equip our expanding affiliate organisations in Australia, New Zealand, Canada and America.

A few years ago we agreed on these five expressions of who we are and what we do in the Technology team, "Generous Support", "Excellent Solutions", "Trusted Partners", "Example Setters" and "Passionate about applying Tech". We adopt an agile, collaborative approach to systems development, aiming for daily deployment of high quality, secure, maintainable code that is tested, well documented and in line with the latest standards and best practices. We achieve this with a mix of solo, pair and mob programming, daily standups and fortnightly sprints with retrospectives. These maximise our opportunities for constructive challenge, collaboration, continuous improvement and celebrating success.

Across CAP, there are plentiful opportunities for team time and refreshment. These include fun 'Revive Days' and regular staff meetings and conferences - remote workers get to attend in person, expenses paid. There is also daily time for spiritual reflection, worship and prayer.

**CAP UK Technology**
January 2022

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## Context

Christians Against Poverty has helped tens of thousands of people to break free from debt and poverty over our first 25 years. Thousands have seen their lives change forever by being introduced to Jesus Christ. We have major plans to modernise the way we work through our award-winning CAP debt centres, job clubs, life skills and CAP Money training. As the world emerges from the pandemic, we want to invest significantly in Technology to support our core purpose to inspire and equip local churches to help people out of poverty and see them become followers of Jesus.

## Purpose:

The role of the Enterprise Architect is to lead on the overall design and architecture of CAP's systems. This includes internal bespoke CAP web-based applications, off the shelf or partnership approaches to systems provision and our internal core productivity systems (finance/hr/email/calendar etc). This role is a senior position in the IT team, reporting to the Head of Systems, and will play a key leadership role in recommending and forming technology strategy and plans.

## Passion:

We are passionate about using our technical skills to provide the CAP family with generous IT support and excellent solutions. Through this, we enable our staff and partner churches to serve our clients better and help deliver CAP's vision to see the UK church serving and including those most in need.

## Personality

We are an adaptable team operating in a fast-changing environment. We love technology and helping people do their jobs well. We care for each other and love playing our part in the energising CAP culture. We are dedicated and hardworking, fuelled by prayer, worship, cake and tea!

# Role:

## Accountabilities:

- Deliver a defined architecture for CAP IT systems, including system creation, selection, change, growth and integration.
- Collaborate with the core team and other stakeholders to ensure this meets the strategic needs of CAP UK and takes into account the direction of CAP's international affiliates.
- Deliver a defined architecture roadmap for systems to move from the current state to future vision are defined and communicated.
- Lead on decision making on most appropriate technical solutions and products - based on overarching strategic direction.
- Ensuring all system developments are using appropriate technology effectively, and are designed to appropriately high standards in IT security and data protection.
- Provide technical leadership on large scale cross-departmental projects.

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| CAP is authorised and regulated by the Financial Conduct Authority.

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- Provide technical leadership to organisation wide strategic plans and departmental direction for the IT team.
- Undertake time-limited feasibility and design system development work, particularly for specific complex solutions.
- Stay up to date with developments in technology and IT best practice to apply to the development of CAP systems.
- To work with the Technology leadership team to ensure adequate disaster recovery and business continuity plans are in place to ensure continuity of bespoke IT systems.

## Measurable outputs:

- Architecture for CAP systems in place and roadmaps created to show stages in the journey
- Research and recommendations made in time for key decision points (planning, budget setting, key project deadlines)
- Reference application architecture exists, is communicated and in use by system development teams.
- Key systems delivery metrics, particularly related to quality, are tracked and within agreed targets.

## Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the Charity.

## Other responsibilities include:

- Being willing to pray with staff and be fully engaged with our Christ-centred culture.
- To encourage friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

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# Person

## Education:
- Degree level or equivalent vocational training

## Experience:
- Essential
    - Understanding of systems architecture concepts and practices
    - At least 3 years of technical architecture experience.
    - Understanding of both bespoke web systems development and core productivity systems (e.g. email, calendar etc)
    - Experienced defining, designing and maintaining large enterprise systems
    - Experience of having to work using your own initiative
    - Experience of delivering projects
    - Experience of working in a development team, as well as working alone.
    - Experience with one or more programming languages
- Desirable
    - Experience of leading a team to meet key objectives or targets.
    - Experienced and skilled in Agile techniques, with an Agile mindset.
    - Experience with various operating systems (Windows, Mac, Linux) as well as an excellent knowledge of email, browser / web and database technologies
    - Experience of using architecture tools (e.g. iServer, Hopex, Sparx etc.)
    - Charity sector experience.
    - Experience in cloud migration mapping

## Skills/abilities:
- Strong technical understanding of the software development process.
- Strong understanding of server environments, desktop environments and cloud offerings.
- Ability to create a vision and inspire others to achieve it
- Technically minded and adaptable
- Excellent communication at all levels
- Ability to drive projects and deliver results
- Ability to clearly communicate technical information.
- Ability to solve problems, make quick decisions and to work in a proactive manner
- Ability to develop relationships with other teams and managers
- Ability to hold a good balance between detail and the 'big picture', with a great level of organisational awareness.
- Able to create a vision and inspire others to achieve it.

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## Christian commitment

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values.
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP *Safeguarding policy* in addressing any concerns appropriately.

**April 2022**

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