



Fixing the big issues for disabled people in Buckinghamshire  
Charity No 1102511

www.buds.org.uk | 07811 142935 | info@buds.org.uk  
Postal Address (no callers): BuDS, c/o Aylesbury Foodbank,  
44 Rabans Close, Aylesbury, Buckinghamshire, HP19 8RS  
Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,  
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



---

## Volunteer Role Description

# Office 365 Admin Specialist

---

Hours:	Variable but 5 hr/week is guideline
Duration:	Until June 2020 (may be renewed)
Location:	Home based using MS Office 365 and Teams
Reporting to:	Andrew Clark & Liz Hobbs
<b>Role Purpose:</b>	<b>To support and train the charity's Trustees and staff to more effectively use Office 365</b>

### Background

BuDS has used Office 365 for several years using MS non-profit pricing licences. We currently have 51 active users but anticipate increasing this to 75 soon. Our voluntary Office 365 admins have recently left, and it has become apparent that a number of admin and configuration changes are needed to optimise our use. We also would like to better use the system and its features, especially as the charity grows and becomes increasingly complex. We are committed to using Teams and are integrating this into our working methods, especially during the Covid-19 crisis.

### Specific Responsibilities:

With strong support of Andrew and Liz, and as part of the wider BuDS team:

1. Review and correctly configure Office 365 to meet BuDS needs, consulting with Trustees and project leads as necessary
2. Conduct a security and privacy review to ensure BuDS is meeting its legal obligations and is observing best practice in data security.
3. Set up appropriate reports and report cycles
4. Train internal admins to effectively carry out routine procedures
5. Draw up a specification for Bus to use if it wished to contract-out Office 365 admin in future

## Person Specification

1. Knowledge and experience of Office 365 and experience of installing, configuring and working with Office 365 and MS products.
2. Ability to build relationships and support others
3. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types
4. Ability to maintain confidentiality and keep private information to themselves.
5. Understanding and appreciation of the Social Model of disability – see <https://buds.org.uk/the-social-model-of-disability/>

**BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.**

*BuDS is committed to safeguarding all those with whom it works. This post is anticipated to involve unsupervised work with potentially vulnerable adults and children, and/or their records, and so this post will be subject to an enhanced DBS check on appointment. Professional and character references will also be needed.*