

Gerri's Place: Technical Support Volunteer **(<https://www.activelink.ie/node/115802>)**



Gerri's Place is a registered charity providing affordable wellbeing breaks for people who need time and space to focus on their emotional and mental wellbeing. We support those experiencing mild depression, anxiety, stress, or burnout by offering access to therapeutic activities in a safe and supportive environment.

Role

We are looking for a **technical support volunteer** to help our charity with our new Microsoft infrastructure. We are transitioning to Microsoft M365 suite and looking for someone with **specific technical knowledge in this area** to support us. This will be an ongoing role.

Key responsibilities include:

- Create proposal on transition of data from current state (Google) to future state (Microsoft) technology.
- Manage transition from current (Google) to future (Microsoft) technology.
- Use of Microsoft Forms for creation of forms for collecting data from participants.
- Set up a variety of roles and related privileges to manage access to data.
- Incorporate data security requirements from board into proposal.
- Liaise with GDPR volunteer group to ensure compliancy in proposal.
- Oversee transition of volunteers and data on agreed date (including supporting volunteers to consider which data needs to be ported to M365 environment to simplify project).
- Setup new SharePoint lists to manage data.
- Integrate client intake forms with SharePoint lists to populate the lists and allow further information to be added.
- Setup email accounts in Microsoft environment and migrate current email setup to new infrastructure.
- Setup SharePoint to manage documents including supporting volunteers to determine versioning and/or meta-tags.
- Create documentation and work instructions on steps taken and how to amend if future requires it.
- Lead Volunteer training on new systems

How to Apply

If you have the relevant experience and are interested in volunteering, please send your CV and details to info@gerrisplace.ie (<mailto:info@gerrisplace.ie>)

Region

Nationwide

Date Entered/Updated

22nd May, 2025

Expiry Date

30th Jun, 2025

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