



The Basketmakers' Association Board

IT Director & Company Secretary

Location: Remote/Hybrid (occasional in-person meetings)

Commitment: 10 Board meetings per year, plus periodic correspondence with key Volunteers, Staff, and IT Partners. Voluntary (reasonable expenses reimbursed)

Term: 3 years, renewable

The Basketmakers' Association

The Basketmakers' Association (BA) is a member-led UK-based organisation committed to supporting basketmakers, chairseaters and those interested in related crafts promoting traditional and contemporary approaches, fostering learning, appreciation, and innovation in the crafts. As we enter a critical phase in our evolution, the BA is establishing a new Board to guide our development and ensure a proactive and sustainable future.

As the organisation continues to move through this transition period, the current board has also recommended the creation of an Operations Manager role. The intention would be for this position to provide administrative and organisational support, enabling volunteers to focus on events, projects, member engagement, and advancing the BA's aims and objectives. The Operations Manager would also support the Board by coordinating key administrative processes, maintaining organisational records, preparing documentation, monitoring actions and deadlines, and helping to ensure the effective implementation of Board decisions. Creating this new role will be discussed at the BA AGM on 26 September and if agreed the recruitment process will happen Autumn/Winter 2026.

In line with our [2025 Position Statement](#), we are seeking a IT Director & Company Secretary to lead BA's online strategy, communications, and tech-enabled growth.

Role

Purpose

The IT Director & Company Secretary will provide leadership across two key areas: digital infrastructure and organisational governance. You will oversee the Basketmakers' Association's information systems, cybersecurity, and digital development, while ensuring statutory and regulatory compliance in your capacity as Company Secretary. This role is pivotal to ensuring that BA's systems, records, and governance frameworks are secure, efficient, transparent, and future-ready.

Key Responsibilities

Governance & Compliance (Company Secretary Duties)

- Support the Board in meeting statutory obligations under UK company and charity law.
- Maintain accurate governance documentation and filings (e.g. Companies House, Charity Commission).
- Advise on organisational transitions (e.g. CIO, CIC, or charity registration).
- Ensure legal and ethical compliance with relevant legislation including GDPR, safeguarding, and intellectual property.
- Promote transparency and best practice in governance, decision-making, and record-keeping.

Digital Strategy & IT Management

- Develop and oversee BA's IT and digital infrastructure strategy, ensuring alignment with organisational goals.
- Lead improvements to membership databases, website, and internal systems to enhance accessibility and security.
- Ensure compliance with data protection and cybersecurity standards.
- Collaborate with staff and volunteers on digital projects, ensuring usability and inclusion.
- Use analytics to inform decision-making and monitor digital performance.

Innovation & Collaboration

- Work with the Marketing and Finance Directors to integrate IT systems that support membership, e-commerce, and digital engagement.
- Identify opportunities for innovation and process automation within BA's operations.
- Provide digital governance advice during strategic planning and partnership development.

Essential Experience & Skills

- Proven experience in IT systems management, digital transformation, or information governance.
- Strong understanding of company/charity law and compliance frameworks.
- Knowledge of GDPR, data protection, and cybersecurity standards.
- Excellent organisational, analytical, and communication skills.
- Ability to translate complex technical or legal information for diverse audiences.
- Commitment to ethical governance, inclusion, and sustainability.

Desirable

- Experience with arts, heritage, or craft-based organisations.
- Familiarity with digital membership systems and online learning platforms.
- Interest in basketry, chair seating, or related crafts.

What We Offer

- A meaningful opportunity to shape the digital and governance foundations of a respected national craft organisation.
- Collaboration with a dedicated, values-driven Board and Membership community.
- The chance to influence the future of digital access, security, and good governance in a creative setting.

How to Apply

To express your interest, please send a brief outline of your interest in the position and the relevant skills or experience you would bring to the board to

chair@basketmakersassociation.org.uk.

Deadline: 26 August 2026

If you are interested in learning more before applying, or if you have any questions, please get in

touch with Evie Stretch, Community & Volunteer Director
via evie.stretch@basketmakersassociation.org.uk
