Job Description
Information Security Manager

moonshot

Job Title / **Information Security Manager**

Location / **London**

Contract Length / **Permanent**

Employment Type / **Part time (3 days per week with flexibility)**

Start Date / **ASAP**

Salary / **£40,000 - £60,000 depending on experience (pro rata)**

Moonshot believes that marginalized people in society — including minority ethnic people, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

About this role
Moonshot is seeking an Information Security Manager to take day-to-day responsibility for organisational digital and physical security. Your role will be to lead the development and implementation of security policies and processes, including proactive horizon scanning, and capacity building across the team. You will also provide security-relevant input into project design, delivery and business development. This position reports into the Director of Operations, and is supported by the Office Manager.

Responsibilities will include:

Threat modelling, monitoring and response:
- Lead on the development and implementation of digital and physical security practices across all Moonshot offices;
- Develop and maintain an internal compliance system, including regular and ad hoc internal tests of digital security;
- Update and maintain digital security policies in compliance with relevant accreditations and international best practices;
- Work with the Operations and Projects teams to ensure policies and processes are responsive to staff and project needs;
- Lead on internal threat monitoring for the purposes of staff safety;
- Respond to digital security threats, including threat analysis, crisis / incident response, risk mitigation and maintain logs of security breaches;
- Oversee the development and maintenance of personal safety plans for team members;
- Maintain awareness of global security breaches and international / industry best practices for ongoing development of internal processes;
- Work with the Programmes Team to develop enhanced digital security infrastructure and processes for high-risk work, including CSEA;
- Develop and maintain digital business continuity plans, including alternative service providers for business critical software and apps;
- Oversee travel security in tandem with programme teams.

Training and internal communications:
- Lead on onboarding and ongoing digital and physical security training for all Moonshot staff and consultants;
- Provide regular updates to the team on new policy / guidance;
- Act as a key point of contact for staff on digital and physical security.

Infrastructure:
- Oversee information security across the organisation, working closely with the Data Protection Officers to ensure GDPR compliance;
- Assess current IT infrastructure, developing a roadmap to improve quality and scale in line with Moonshot's global growth;
- Monitor systems for emerging security gaps and oversee implementation of effective solutions;
- Ensure secure maintenance of Moonshot websites and domains;

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- Manage access rights for employees and consultants;
- Ensure consistent reviews / vetting of all new software and manage the approvals process in tandem with Programme Teams;
- Liaise with external providers on the maintenance of digital infrastructure;
- Support Moonshot's Tech Team on secure access to internal tools and platforms;
- Maintain security accreditations (ISO, CyberEssentials Plus) and oversee internal audit processes.

Requirements:
- Demonstrated ability to manage security of operations for sensitive and complex global work;
- Demonstrated ability to assess and manage risk;
- Experience in implementing new digital and physical security approaches to increase capacity, agility and safety across teams;
- Experience managing cloud-based infrastructure across a global organisation;
- Experience evaluating software applications and other security solutions;
- Experience in designing and managing effective security systems, processes and policies;
- Understanding of key information security accreditations such as ISO27001 and CyberEssentials Plus;
- Highly trustworthy, demonstrating the ability to use appropriate discretion in supporting the organisation and its employees;
- Excellent communication and interpersonal skills, including the ability to work with patience and empathy, and tailor communications to different levels of knowledge / experience;
- Highly organised, with the ability to prioritise between various competing priorities while maintaining an attention to detail;
- A commitment to Moonshot's mission and ethos;
- Candidates will be expected to undertake and pass a DBS checks, vetting and any relevant security clearance procedures and DBS checks per the needs of clients.

Desirable:
- Experience with a growing organisation, setting up in new geographies, and managing security framework across locations;
- Experience with US and / or UK government contracting requirements, or other government procurement processes.

About Moonshot
Moonshot is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

We do this through:
- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

Working at Moonshot
We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

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Our staff say they value:
Our shared sense of purpose / working as a team to find new solutions to global challenges.
Personal development opportunities / a chance to learn new things and get even better at what you already do.
Our ideas-driven culture / opportunities to work with creativity and autonomy whatever your position in our organisation.
The diversity of thought / working with staff from a wide range of personal and professional backgrounds.
Open and collaborative working / being part of a team who support each other to achieve great results.

Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

Benefits package:

• Individually-tailored training and skills development package.
• 30 days (pro rata) paid leave per annum.
• Private healthcare package, including coverage for partners and children.
• Employee Assistance Programme providing access to mental health support.
• Generous maternity and paternity package.

Application process

To apply for this role please submit your CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions.

Why do you want to work for Moonshot?
How do you meet the requirements of this role?

In addition, the application form will ask you to respond to the following question:

1. **How have you ensured security practices are embedded within an organisation?**
2. **Outline a security solution you introduced to a team or workplace – why was it necessary, how did you approach it, what challenges did you encounter, and how did you address them?**
3. **Why do you think security matters to Moonshot?**
4. **How would you work to promote it through this role?**

Applications without a cover letter will not be considered.

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