

Job advert for Digital & ICT Support Officer role

Sutton Housing Society is small, registered provider (currently) operating within the London Borough of Sutton with just over 500 homes. We focus primarily on providing housing for older people (over 55s).

Sutton Housing Society is seeking a **Digital & ICT Support Officer** to support staff with digital systems and services.

We have a friendly staff and client group, modern offices, a collaborative and flexible approach to work, as well as a genuine desire to make a difference.

This role is suitable for either **an apprentice starting a digital/ICT career, a recent IT/Digital graduate** looking for practical experience or someone with **digital/ICT** experience within the workplace

Key duties include:

- Supporting Microsoft 365 and core systems
- Maintaining digital content (website, noticeboards)
- Coordinating IT support with external providers
- Supporting digital improvements and automation

You will have:

- Strong interest in IT and digital systems
- Good communication and organisational skills
- Willingness to learn and develop

Training, support and development will be provided.

Working 35 hours a week, we offer 25 days annual holiday (pro-rata) excluding bank holidays, together with a holiday purchase scheme, a defined contribution pension (with up to 8% employer's contribution), 3 x salary life cover, health cover, professional fees paid and a fully funded training budget.

Salary range £24,000-£35,000 depending on entry level / experience

Please look on our website for the job description and application form at

[Working for us | Sutton Housing Society](#)

Application deadline - 10am 28 May 2026

Interview date 11 June 2026

For an informal chat and to find out more, please call Marcie Regelous, Resources Director, on **07874 866 332** Wednesday - Friday