**JOB DESCRIPTION**

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| **Job Title** | Junior Web Developer |
| **Grade and Salary** | SCP 1, £18,333 per annum pro-rata at 8 hours per week |
| **Responsible to** | Administrator |
| **Location** | The Palace Hub, 28-29 Esplanade, Redcar, TS10 3AE |

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| **Job Purpose** |
| This is a fixed term placement until 31st March 2023, which will support the charity in the restructure of its website to improve and provide a better user experience. |

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| **Key Duties and Responsibilities** | |
| 1. | Development and support of the website |
| 2. | Performing and managing updates to the themes, plugins and wordpress templates |
| 3. | Documenting all web-based processes |
| 4. | Development of new web products and services |
| 5. | Any other duties as instructed by the administrator or a senior member of staff |

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| **General and Organisational Duties and Responsibilities** | |
| 1. | To undertake such duties outlined in key duties and responsibilities. |
| 2. | To ensure that the Health & Safety policies are followed and that you have undertaken any necessary training relating to those procedures prior to engaging in work they regulate. |
| 3. | To actively engage with staff training and development policies and communicate your needs with respect to training and development through the performance appraisal process. |
| 4. | To treat all information gathered for the project and for the organisation more generally whether electronic or otherwise as strictly confidential and in accordance with the Data Protection Policy. |
| 5. | To conduct yourself in your interactions with colleagues and customers in a manner that create and promotes an inclusive culture in accordance with our Inclusion Policy. |
| 6. | To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments |
| 7. | To ensure that the highest standards of customer care are always met. |
| 8. | To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may need safeguarding. |

**I acknowledge receipt of the above-mentioned duties and responsibilities and confirm my acceptance of them:**

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| **Signed** |  |
| **Date** |  |

**Person Specification**

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| **Criteria** | | **Role Specification** | **Essential or**  **Desirable** | **Method of**  **Assessment\*** |
| 1. | Qualifications and/or  Education | Ideally a good basic grasp of written English and basic numeracy demonstrated by experience or qualification | Essential | A, I |
| 2. | Skills and Abilities | Clear, honest and transparent communication skills, ideally both written and verbal  To demonstrate a proactive approach to work, seeking out new opportunities  To take a problem-solving approach to situations in order to deliver better results  Flexibility to transition from team work to individual working as and when required  To demonstrate an open mindset, with an enthusiasm for learning new things  Ability to work logically and methodically, often under pressure and to tight deadline/s  To be prepared to document your learning as a process of continual self-development  To commit to ensure that you understand the need for reflection within your work | Essential  Desirable  Essential  Desirable  Essential  Desirable  Essential  Essential | A, I |
| 3. | Other Requirements | To be committed to continued professional development and personal improvement  To be prepared to take a flexible approach to work that is adaptable to changing needs  To undertake a Disclosure and Barring Service check, if necessary | Essential  Essential  Essential |  |
| 4. | Commitment to Inclusion and Leadership | To recognise and adapt to the need/s of different people/s  To commit to be inclusive and supportive of difference/s  To be committed to calling out non inclusive behaviour | Essential  Essential  Essential | A, I |
| 5. | Commitment to customer service | To be committed to ensuring that customers receive the best possible service | Essential | A, I |

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| **\* Method of Assessment Key** | | | |
| **A** | Application Form­ | **AC** | Assessment Centre |
| **C** | Certificate | **E** | Exercise |
| **I** | Interview | **P** | Presentation |
| **T** | Test | **R** | Reference |