JOB DESCRIPTION – WEB DESIGNER/DEVELOPER

Job title: Web Designer/Developer

Reporting to: Executive Director

Hours: Part time (2 – 3 days per week)

Salary: £25,000 pro-rated

Contract: Permanent — with 6 months' probation period

Summary

The role of the Web Designer/Developer is being responsible for the design, and programming of the organisation's websites including special projects and features. Working across the organisation, with various teams, being the key person involved with some technical UI and UX aspects to the sites in terms of how it works and how it looks, and will also be responsible for regular maintenance and continuous testing as features might change.

Key Tasks and Responsibilities

- Ability to draw up detailed website specifications and practice the style guides of the organisation's foundational design elements.
- Identify needs of the organisation in terms of user interfaces features.
    - Determine any functionality that the site must support (for ex. financial transactions or enquiries).
- Experience of working with different content management systems. (e.g. WordPress and Expression Engine).
- Ability to code effectively (minimal and optimised), either from scratch or by adapting existing website code and to meet our companies goals.
- Familiar with version control software. (GitHub and Beanstalk etc).
- Ability to debug effectively and identify any bugs that's breaking the site.
- Awareness of legal requirements such as accessibility standards, freedom of information and privacy.
- Experience of registering web domain names and organising the hosting of the website.

Person Specification

- A creative and imaginative mind and ability to translate the creativity to practical solutions due to skills in programming and design thinking.

- Good team player and communicator with the ability to effectively take direction as well as direct.
- Being adaptable and able to pick up new techniques.
- An up to date interest in advances in computer technology and how this affects the business environment.
- Excellent attention to detail.

Skills, experience and qualifications required:
- 3+ years' experience with content management systems, control software and coding (ex HTML, CSS, JavaScript, PHP, MYSQL, Swift, WordPress).
- Excellent visual, written and verbal communication skills, along with presentation and negotiation skills.
- Up to date with the latest technologies, best practices and what's trending.
- Strong problem-solving skills.
- Effectively communicate suggested web solutions mock-ups and demos.
- Ability to draw up detailed website specifications.
- Ability to identify bugs and to debug effectively.

To apply for this position please send your CV, and a covering letter (maximum one page) detailing your suitability to **jobs@calvert22.org**. Please state the position you are applying for and where you heard about the vacancy in the email subject box. Applications will be reviewed on a rolling basis.