

Digital Communications and Systems Developer

Title:	Digital Communications and Systems Developer
Responsible to:	UK Operations Director (or Board of Trustees in UK Operations Director's absence)
Primary Location:	Dignity Office, Didsbury, Manchester (willing to discuss remote working)
Salary:	£3,910 (£10/hour and 20% equivalent of £19,550 pro-rata salary)
Contract:	1 year, fixed term with potential for review and extension
Pension:	2% Employer Contributions, increasing to 3% in April 2019 Employee contributions as required by Workplace Pension Scheme or larger voluntary contribution from Employee.
Hours:	1 day per week (7.5 hours)
Annual Leave:	6 days per annum, including bank holidays (20% equivalent of 4.4 full-time weeks and 8 bank holidays)
Application Deadline:	12th October 2018
Interviews:	Last 2 weeks of October 2018
Start Date:	Early/mid-November

Overall Purpose (in accordance with the Christian ethos and values of Dignity):

- To take a strategic role in shaping and delivering the Charities digital communications and systems.
- Working with the UK Operations Director, to shape and deliver the Charity's marketing content.
- To be an active member of the UK team, working to increase delivery capability and to lead on specific areas.
- To enhance the Charity's reputation, profile and coverage.
- Deputise for the UK Operations Director in her/his absence.

Key Responsibilities

- To develop, update, improve and manage the Charity's digital systems.
- To produce the Charity's digital content.
- To drive key project areas forward.
- To assist the Charity in being a dynamic, responsive and efficient organisation.
- To become familiar with the wider systems and responsibilities of the UK Operations Director.
- To communicate effectively.
- To promote and expand the Charity's support network, increase collaboration with partner organisations, recruit the best volunteers and champion the charity in personal life and relationships.
- To be an effective team member, responding flexibly to workloads and high priority needs across the team and occasional out of office events (including evenings and weekends).
- Fully engage in the spiritual life of the UK office and wider Charity.

Occupational Requirement

This post has a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The post holder will be required to fully engage in the spiritual life of the UK office and the wider Charity and to represent the beliefs and ethos of the charity in the daily course of their work, specifically in the creation and management of digital content. The successful candidate will be required to agree to the Charity's Statement of Faith upon commencement of Employment.

Key Areas of Responsibilities

Digital Systems

Develop, update, improve and manage the Charity's digital systems, including:

- Website: Knowledge of Wordpress is desirable. Periodic updates to the static content, regular new posts and content, innovative solutions to expanding functionality as required and troubleshoot any issues that arise.
- Social media: Currently Facebook, Twitter and Instagram. Knowledge of Hootsuite is desirable. Creation and scheduling of posts, responding to comments and messages, offer innovative and imaginative solutions.
- Online publications: Enable digital publication of existing and new materials.
- Database: Knowledge of civiCRM or similar is desirable. Lead on the update and maintenance of the database in line with current legal requirements. Work with the Administrator to achieve this.
- Take a strategic role in developing new digital systems as required to support the wider work of the Charity in collaboration with the expertise of key volunteers.

Digital Content

In collaboration with the UK Operations Director, produce the Charity's digital content including:

- Videos – editing of videos of project work and creation of animated or stop-motion videos to effectively communicate the work and goals of the charity.
- Newsletter – Ongoing publicity and information sharing via mailshot.
- Training manuals – Coordinating translations, formatting and publication of training materials.

Communications

- Responding to emails, voicemails and post.
- Attend and write minutes of relevant meetings which may require some out of office hours working.
- Assist with communications across the Charities core areas including marketing, fundraising, supporter network, partners and projects.
- Communication with the staff, Board of Trustees and associates of Dignity.

Deputising

- Become familiar with the wider systems and responsibilities of the UK Operations Director.
- In the UK Operations Director's absence, maintain the key functions of the UK office.

Other Responsibilities

- Maintain and upgrade office IT equipment.
- Play an active part in the team, stepping in to help with high priority workloads as required.
- Work with the UK Operations Director and Board of Trustees to fulfil the UK Regulatory and Legal obligations.
- Provide digital support to the Charity's events as requested by the UK Operations Director which may include occasional evening and weekend work.
- Work effectively as a team member.
- Undertake other work as required by the Board of Trustees.
- Reporting to the UK Operations Director and the Board of Trustees.
- Work to increase income through fundraising and donations.
- Any other tasks as they appear.

The Charity exists on the generous donations of individuals, trusts and companies. Team members are expected to enter fully into the life of the charity and represent the Charity and its work to their personal contacts to raise support for the Charity's ongoing work.

This schedule of services cannot be all encompassing. It is inevitable that over time the emphasis of the services will change without changing the general character of the role or the level of duties and responsibilities entailed. This

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information will be periodically reviewed, revised and updated in consultation with the employee to reflect appropriate changes.

Person Specification

Digital Systems	Excellent IT literacy and knowledge of Microsoft Office	E
	Innovator with good critical reflections skills and the ability to initiate change and improvement	E
	Working knowledge of Wordpress or similar	E
	Working knowledge of Social Media programs	E
	Working knowledge of creative design packages	E
	Familiarity and confidence when working with databases	D
	Working knowledge of GDPR	D
	Ability and willingness to learn quickly and attend training where required	E
	Relevant experience of digital systems	D
Digital Content	Ability or willingness to learn how to create and edit videos using video editing programs such as Adobe Premiere	E
	Ability or willingness to learn how to produce interesting written publications.	E
	Excellent formatting skills.	E
	Ability to coordinate with other volunteers or team members to manage translation work.	E
	Creative and innovative	D
	Creative writing skills	D
	Relevant experience in digital publications	D
Communications	Professional, polite and friendly	E
	Excellent written and oral English	E
	Excellent interpersonal skills	E
Deputising	Ability to learn essential functional requirements of the Charity	E
	Ability to manage the UK team to ensure all essential functions are maintained	E
	Ability to maintain communications with key team members and the Board of Trustees	E
Other Requirements	Able to manage multiple projects, prioritise and work to deadlines	E
	Strategic thinker	E
	A careful eye for detail	E
	Ability to work well on your own and in a team	E
	Able to work proactively and under own initiative	E
	Strong organisational skills	E
	Punctual & reliable	E
	Honest & with high integrity	E
	A commitment to build trust and value other	E
	Flexible & adaptable	E
	Passionate about the vision and work of Dignity	E
	GCSE English & Maths (C / 4 or above)	E
	Further or Higher relevant qualifications	D
	Willingness to undertake out of hours work when necessary	E