

## **Job description: Website Developer & Technical support, self-employed**

**Accountable to:** Social Movement & Enterprise Lead  
Works closely with Wellness College & Communications Coordinator

### **Web Developer & Technical Support: Role Overview**

With a passion for bending technology to meet our needs as well as a keen interest in our values and approach, this technical role supports our delivery team to deliver the objectives of our social movement and enterprise, ensuring we have the tools to communicate effectively. Connecting audiences of all ages and life experiences with solutions that simple, lasting and supportive.

### **Responsibilities and Duties**

#### **Website Development**

The role is responsible for designing, coding, optimising and modifying websites, that are visually appealing and feature user-friendly design and clear navigation. Key tasks include the pathways signposting tool development and ensuring project communication systems work well.

- Working as a valued team member to achieve objectives and requirements of the job, using compassion, authenticity and mutuality.
- Working as part of a wider team that includes creatives such as a freelance graphic designer
- Maintaining and developing our of existing Wordpress sites
- Planning and prototyping new applications
- Proactive problem solving and SEO optimisation
- Testing, including sites and applications in different browsers and environments

#### **Technical support**

The role is responsible for supporting operations staff in ensuring Delivery Team members have appropriate technology and systems and are able to use these appropriately. Includes laptops, mobile phones and other technology maintenance of hardware and software.

- Delivery and design of compassionate and accessible IT Support and training
- Building and maintaining databases

#### **Your approach**

- take a values-led peer approach to all elements of the project role including as a proactive team member
- able to estimate the time required to complete a job, providing quotes and working to budget
- visible as a peer and Champion of Moray Wellbeing Hub, modeling recovery values.
- self-manage resources of time, skills and wellbeing have excellent awareness of the social movement and enterprise activity and current projects
- attend and complete appropriate training, supervision and mentoring

## Qualifications & skills

### Essential:

- A thorough working knowledge of Wordpress CMS, including theme and template editing as well as core maintenance.
- Proven technical experience in JavaScript, JQuery, HTML, HTML5, CSS, CSS3, Web Programming Skills, E-Commerce, cross-browser compatibility, Web User Interface Design (UI), Security Principles, Object-Oriented Design, Web Services (REST/SOAP), Multimedia Content Development, API's as well as an understanding of basic web development languages such as PHP, JQuery, Ajax etc
- Use of phpmyadmin and a working understanding of mySQL databases is essential.
- Ability to use graphics packages to create and edit elements for use online.
- Ability to use a standard cPanel interface to administer our websites and email accounts.
- Functional understanding of SEO in relation to the performance of MWH websites.
- Passion and enthusiasm for making accessible solutions for diverse groups
- A flexible approach when working in a team
- Excellent communication skills to interpret and negotiate briefs with clients
- Ability to work to short deadlines
- Being open to feedback and confidence to explain and sell ideas to colleagues
- Time management skills and the ability to cope with several projects at a time

### Desirable:

- An understanding of Mac and PC platforms as well as Office suite and other software programs such as Trello, Slack and CRMs.
- Experience in graphic design and use of Adobe Illustrator and/or Canva.
- Hosting services
- Experience in working with community members of diverse experiences and challenges
- Passion for peer-led social change and community empowerment

**How we work:** Moray Wellbeing Hub CIC is an ambitious and peer led social enterprise that believes passionately in supporting mental wellbeing in Moray. We are fast paced, entrepreneurial and self-directed in the way we work. We expect any volunteer, freelancer or employee to take ownership and autonomy in their role, showing a proactive approach to finding and sharing relevant information, whilst also working collectively. A core value of self-directed working is communication and feedback which we actively encourage you to take the lead with. We avoid complicated hierarchies or structures, aiming to equally empower everyone to make decisions and take accountability for their actions.

**Diversity and inclusion:** In line with our aims of tackling stigma, empowering individuals and focusing on the strengths within us all, we celebrate diversity and inclusion at MWH. The strength of our business is built on wide ranging personal experiences and we pride ourselves on being an Equal Opportunities Employer.

**Self-employed rate of pay & hours:** £15ph or £20ph flexible contract, flexible hours linked various project requirements. (note: lower range of rate of pay recognises either project management activity or a lower requirement for previous MWH Delivery Team experience and higher requirement for mentoring support).