



We are looking for a Website Manager

We are looking for an enthusiastic person to manage our website and email system. The work can be done flexibly from home, for 4 hours per week.

The successful candidate will be self-employed under a Contract for Services, initially for 6 months (first two months probationary). We are hoping to be able to extend the post, pending successful fundraising. We welcome all applications irrespective of race, colour, gender, disability, sexual orientation, religion, belief, creed or age.

See below for the job description and person specification. If you would like further information, we are very happy to talk to you about it. Please email us on info@pcpld.org

If you would like to apply for this position, please send us a letter explaining your interest (maximum one side of A4), and your CV, to info@pcpld.org. Please put "Website Manager" in the subject heading.

The closing date for applications is 3rd July. Interviews will take place on the 9th or 10th July. It is anticipated that the new Office Manager/Administrator will be in post by 1st August 2020, and start a period of induction.

Job Description

Job Details

| | |
|-------------------------|--|
| Job Title: | PCPLD Network Website Manager |
| Grade/salary: | £30-£35 per hour, depending on experience |
| Hours: | 4 hours per week (flexible working), initially for a fixed-term period of 6 months |
| Location(s): | Home based role |
| Reporting to: | PCPLD Network Chair. Self-employed post. |
| Responsible for: | Management of the PCPLD Website and social media Sourcing/keeping tabs of resources/research Managing & responding to emails Quarterly newsletter |

Job Summary

The post holder will manage our Palliative Care for People with Learning Disabilities (PCPLD) Network Website and email system. Experience and knowledge in the subject areas of Palliative Care and People with a Learning Disability is desirable.

The PCPLD Network

The Palliative Care for People with Learning Disabilities (PCPLD) Network is a charity. We aim to raise awareness of the palliative care needs of people with learning disabilities, to share and promote 'best practice' and to enhance collaboration between all service providers, carers and people with a learning disability. Our ethos is that people with a learning disability should receive the coordinated support needed in living their lives to the full, until the end of their life.

We are a membership organisation. Membership is free. We currently have around 300 members, mostly in the UK. Most members are professionals, clinicians, carers and researchers in learning disability, palliative care, or other health/social care settings. They share an interest in providing the best possible palliative care, end of life care and bereavement support to people with learning disabilities and their families and carers.

The PCPLD Network is managed by its Trustees, who are supported by a Specialist Advisory Group. The PCPLD Network website uses *WordPress*, and is developed, hosted and supported by *Double-Click Design*. For emails, we use *MailChimp*.

Principal Duties and Responsibilities

The post holder will:

- Liaise closely with the PCPLD Network Trustees.
- Plan, implement, manage, monitor and upgrade the PCPLD website, in liaison with the Trustees.

- Respond to and to troubleshoot all website issues, liaising with *Double-Click Design* when necessary.
- Manage and respond to emails.
- Identify and respond to all website security breaches and report to appropriate persons.
- Monitor and identify relevant new materials and information that can be added to the website, included in newsletters for members, and/or communicated via social media. This could include online materials, academic articles, forthcoming events, etc.
- Create appropriate website content in collaboration with the wider PCPLD Network.
- Create a quarterly email newsletter.
- Conduct content audits to eliminate redundant and /or duplicate information.
- Improve the user experience of the website.
- Collaborate with the wider network within PCPLD to ensure the website meets the standards expected within the organisation.
- Ensure full compliance on the website with all law and regulations.

PCPLD Website Manager Requirements

- Excellent IT Skills.
- Experience of website management.
- Experience and knowledge of using WordPress.
- Excellent content creation and writing skills.
- Strong attention to detail with an analytical mind and outstanding problem solving skills.
- Good time management skills.
- Able to attend and participate in quarterly meetings within the PCPLD network.

Person Specification

Applicants will be assessed on the degree in which they meet the following person specification:

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Degree level qualification and/or evidence of relevant experience | ✓ | |
| Qualification in IT related subject | | ✓ |
| Experience and Knowledge | | |
| Good understanding of the area of palliative care for people with learning disabilities | ✓ | |
| Excellent IT skills | ✓ | |
| Working knowledge of computer packages | | ✓ |
| A good working knowledge and /or experience of working in a research environment | | ✓ |
| Significant experience in the management of a website. | ✓ | |
| Excellent written Communication Skills | ✓ | |
| Knowledge/skills in Palliative Care | | ✓ |
| Knowledge/skills in the Learning Disability Environment | | ✓ |
| Able to deal with complex facts , some of which require analysis and comparison of a range of options | | ✓ |
| Knowledge of administration processes and record keeping, data protection and confidentiality | ✓ | |
| Knowledge and experience of the governance surrounding website management | ✓ | |
| Personal Attributes | | |
| Commitment to, and empathy for the philosophy of PCPLD Network | ✓ | |
| Commitment to multidisciplinary working and respect for the diverse contribution of colleagues | ✓ | |
| Resourceful, energetic, creative, flexible, courteous, confident, consistent, approachable. | ✓ | |