

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Web Developer		
Contract type¹	Fixed term, full time	Contract length	12 months
Grade/Starting salary	3 / £25,373-£27,164 p/a	Date	9 June 2011

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

After a gaps analysis in ActionAid UK's web/digital team and, taking into account the wider organisational needs and priorities, we have determined that our current interim need is for a 1-year position of web developer.

This person would work on the technology issues that arise out of managing the content and objectives of fairly large organisational websites (www.actionaid.org.uk and www.myactionaid.org.uk).

The post holder would answer to the Digital Projects Coordinator, under the Web/Digital Manager in Multimedia Productions. The web/digital team has been weak on self-supporting the technology problems it encounters so by having an in-house developer it is felt that there will be less need to call on agencies for support when we encounter issues.

The role will work as an extension of the IT team's Helpdesk function where processes such as flagging a bug are concerned. These process are ITIL compliant.

Main purpose of the role

To proactively work with web/digital team content managers, the Digital Projects Coordinator, the Digital Recruitment Manager (FR), the IT team, and external agencies to ensure the smoother implementation of web projects/ technologies, testing for bugs, resolving web database issues, CMS template problems, etc.

¹ E.g. permanent or fixed term

Staff managed²	n/a
Reports to³	Digital Projects Coordinator

Main Duties		
Duty		% Time⁴
1	Testing, bug fixing, implementation of smaller web projects eg IWD presence	30
2	Assisting Digital Projects Coordinator with the implementation of larger web projects eg eCommerce, migration of sites	25
3	Helping teams and webteam staff with analytics.	5
4	Ensuring tracking code is properly working.	5
5	Developing and fixing ASP templates in CSS/HTML	20
6	Fixing web database issues	10
7	Working with web APIs (eg Advocacy Online to Infobase and SilverPop to Infobase when we upgrade Infobase Oracle version) – in close collaboration with Infobase Programmer in IT	5

Person Specification		
Knowledge, skills and experience: key requirements		
	Requirement	
1	2-3 years professional experience working in a fast-paced environment resolving problems using a combination of expertise in HTML4, XML, CSS2, ASP, MySQL5, PHP5 and JavaScript.	
2	Experience of using Accessible Programming Interfaces (APIs).	
3	Knowledge of HTML5 and CSS3 will be an advantage.	
4	Experience of operating within a L.A.M.P. cluster environment will be an advantage.	
5	Knowledge of ActionScript 3 and Adobe Flash software.	
6	Experience of Source Control (SVN) – including best practices - both through command line and GUI software will be an advantage.	
7	Experience of technical documentation - both using and keeping	
8	Experience of testing sites on staging servers	
9	Experience of using CMSs (in particular Drupal)	
10	Experience of working with agencies	
11	Strong understanding of the possible security threats and vulnerabilities associated with complex websites (SQL injections and X-Scripting).	
12	Experience of working with tracking code (JavaScript).	

² Please note ActionAid reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

³ Please note ActionAid reserves the right to change the line of management according to the needs of the organisation.

⁴ Please note these percentages are an indication only of the weighting of the duties.

Competencies⁵		
	Requirement	
1	Commitment to ActionAid's <i>mission and values</i>	
2	Commitment to ActionAid's <i>Equal Opportunities</i> policy and to prioritise women's rights wherever possible	
3	<i>Action:</i> Overcoming difficulties and challenges to achieve key results	
4	Demonstrating creativity and <i>innovation</i> in problem-solving	
5	<i>Communication:</i> Actively listening to others, clarifying their questions and addressing their concerns & Using clear examples to explain complex issues. Diplomacy in dealing with colleagues and suppliers of a very wide variety of backgrounds and experiences	
6	<i>Collaboration:</i> Gaining understanding, commitment and effective action of others	
Knowledge, skills and experience: DESIRABLE		
	Requirement	
1	Preferably (but not essential) experience of using a Quality Manual	
2	Some experience of giving training (including one-to-one) would be useful	
3	Probably educated to degree or equivalent professional qualifications in computer science/computer studies/web design and technology plus	

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.