MANCHESTER YOUNG LIVES

JOB DESCRIPTION

Role Title	**Website Developer (Volunteer)**
3 Hours per week	
Reporting to	Business and Finance Manager
Main Contacts	Campaign Communications Lead

Place in organisation

The post holder will work with business support staff to make improvements to Manchester Young Lives' (MYL's) website.

Main purpose of the job

To update outdated plugins in MYLs website and guide business support staff around the new software. The updated system should be easier to navigate for staff, parents, corporate partners, children and young people, all while attempting to create an online space in line with MYL's branding. We especially want a system that is inclusive and easy to use for all SEND requirements, with intuitive UX and both mobile and computer compatibility.

Main Tasks

1. Work to identify issues with the current website plugins and find ways to fix these blocks/problems.
2. Keep the website as operational as possible while work happens in the background, allowing parents, children and young people to carry on accessing our services.
3. Communicate with core business staff about how to make updates and changes to the website, as well as ow to change/update software in future.
4. Undertake appropriate training as required.
5. Promote an equal opportunities culture to ensure fairness of treatment to all staff, young people parents/carers with standards of behaviour based on treating individuals with dignity.
6. Commitment to safeguarding the welfare of children and young people.

Manchester Young Lives is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check.

MANCHESTER YOUNG LIVES
PERSON SPECIFICATION – Business Support (Intern)
QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

PRACTICAL SKILLS	Essential (E) Desirable (D)
Knowledge of DIVI plugins for WordPress	E
Ability to work both independently and constructively as part of a team	E
Ability to work accurately and efficiently	E

Ability to work appropriately with confidential and sensitive data	E
Ability to communicate effectively	E
KNOWLEDGE & EXPERIENCE	
A background in website development and coding	E
Knowledge of DIVI plugins for WordPress	D
Understanding GDPR, cookies and site permissions	D
Proactive approach to problem solving	E
PERSONAL ATTRIBUTES	
Positive attitude towards children and young people	E
Commitment to safeguarding the welfare of children and young people	E
Enthusiastic, confident, positive and approachable	E
Adaptability and willingness to embrace challenges	E
WORK RELATED CIRCUMSTANCES	
Enhanced DBS (CRB) Disclosure – Post exempt for the rehabilitation of offenders Act 1974	E