



WEB ADMINISTRATOR

SALARY: £14,105 PLUS CONTRIBUTORY PENSION
HOURS: PART TIME 25 HOURS PER WEEK, PREFERABLY MONDAY TO FRIDAY.
TERM: PERMANENT
LOCATION: ILKESTON (DERBYSHIRE) / HOMEWORKER
REPORTS TO: IT AND BUSINESS MANAGER

JOB SUMMARY

The Angling Trust is seeking a part time Web Administrator to join our small, but busy core team. Over the past year we have launched a new website, which includes a portal for members and e-commerce functionality for our fundraising raffles. Working to our IT and Business Manager, the Web Administrator will take on a critical role in ensuring the new platform operates effectively and consistently.

The successful candidate may be a junior looking for a new opportunity to develop their skills in a small friendly environment or a more experienced administrator looking to reduce their working hours for other personal or business reasons. You will be experienced in WordPress and have detailed knowledge into various plugins. Ideally, you will have a passion for angling and/or the water environment, but that is not essential.

The post holder will report to the IT and Business Manager and work closely with colleagues across our Membership and Communications, Participation, Competitions, Campaigns and Fisheries teams.

The Angling Trust is the united representative organisation for marine and freshwater angling in England and Wales. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The job holder will be responsible for:

Item	Duties
1	Day to day lead on managing the integrity of our websites, ensuring they continue to run efficiently and securely, with routine housekeeping being undertaken of the CMS (content management system). This role includes supporting colleagues to upload new content, removing out-dated content, linking content to our social media platforms and liaising with marketing and



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	communications colleagues to ensure smooth delivery of various campaigns across our website and social media platforms.
2	Liaising with our IT and Business Manager and external I.T. partners on any framework issues with the website and CRM system, including logging support tickets, testing fixes etc. Providing support for the I.T. Manager including cover during absences.
3	Capture and report various metrics on usage of the website, website views, analysis of back-end web data capture, internal and external technical queries, e-commerce sales and any system errors and outages to the IT and Business Manager on a monthly basis.
4	Assisting the IT and Business Manager with designing and performing testing routines and associated release management tasks for new webpages, forms, web email alerts, CRM developments and plugins.
5	Assisting with any training or best practice with other contributors to web content across the Angling Trust.

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:

Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A Levels or equivalent ▪ English as a first language or fluent English speaker 	<ul style="list-style-type: none"> ▪ Degree qualified
EXPERIENCE	<ul style="list-style-type: none"> ▪ A track record of designing and/or managing websites, particularly WordPress based sites, including uploading content, working with style templates and dealing with technical queries 	<ul style="list-style-type: none"> ▪ Experience of designing and participating in rigorous testing of websites. ▪ Experience of creating and editing video and photography



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KNOWLEDGE	<ul style="list-style-type: none"> ▪ A thorough understanding of WordPress or similar content management systems ▪ A basic understanding of HTML and CSS ▪ Knowledge of working with plugins and other associated developments with CMS systems ▪ Administration and housekeeping tasks of a CMS system 	<ul style="list-style-type: none"> ▪ Design skills/knowledge – content, images, video etc ▪ Knowledge of Infographics ▪ Knowledge of CRMs (customer relationship management systems) ▪ Understanding of one or more types of angling
SKILLS	<ul style="list-style-type: none"> ▪ Confident working with WordPress with the ability to make minor html/css layout changes ▪ Strong attention to detail and ability to follow complex directions ▪ Ability to prioritise tasks and manage own work programme to tight deadlines ▪ Excellent administrative skills ▪ Ability to build positive working relationships with colleagues ▪ High standard of written English 	
QUALITIES	<ul style="list-style-type: none"> ▪ Ability to meet tight deadlines and work under pressure ▪ Highly motivated and diligent ▪ A good communicator and able to work with and explain issues to colleagues who may not have the same degree of IT knowledge or experience. 	
OTHER	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary 	



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OTHER INFORMATION

Responsible to: The postholder will report to the IT and Business Manager, who will conduct annual and interim reviews of performance against targets.

Location: Ideally office-based at our Ilkeston (Derbyshire) office or home-working. Attendance at our offices will be required on a regular basis.

Holidays and working hours: 23 days leave plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days pro rata. Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year. This role is advertised at 25 hours per week, preferably worked over 5 days Monday to Friday, but alternative working patterns will be considered. The working hours will be kept under review and may be extended subject to funding and performance.

Closing date: 6 August 2021. Interviews are likely to be during week commencing 16 August 2021.

Start date: September 2021.

Miscellaneous: the postholder will be provided with use of a desktop or laptop computer as required. Business expenses may be reclaimed in accordance with our policies.

Enquiries to: Alistair Middleton, IT and Business Manager, alistair.middleton@anglingtrust.net

Applications to: Stuart, HR and Business Manager, stuart.sharp@anglingtrust.net

Applications: May be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/> or by detailed CV with cover letter.