



WEB ADMINISTRATOR

SALARY: £29,200 PLUS CONTRIBUTORY PENSION
HOURS: FULL TIME 37.5 HOURS PER WEEK
TERM: PERMANENT
LOCATION: ILKESTON (DERBYSHIRE) / HOMEWORKER
REPORTS TO: IT AND BUSINESS MANAGER

JOB SUMMARY

The Angling Trust is seeking a 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 for a new varied position. 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 National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. 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.

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.



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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 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. Dealing with access level requests – adding, changing and removing access as well as performing reviews of access, other system audits and security checks.
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	Designing testing routines and present them to the IT & Business manager for review. Perform the testing routines and associated release management tasks for new webpages, forms, web email alerts, CRM developments and plugins.
5	Conducting any training or best practice with other contributors to web content across the Angling Trust, including production of training materials, user guides and technical notes and procedures around the website and CRM.
6	Review internal requested changes and developments to the website in line with sign off from the IT and Business Manager. Triage to the supplier and follow through to solution, testing, implementation and internal communication of change.
7	Providing support for the I.T. & Business Manager including cover during absences with triaging and chasing general IT issues with our provider as well as internal admin tasks with our Microsoft 365 platform, Trust SharePoint site and other key core business systems such as SAGE accounting and legacy web applications.



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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
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"> ▪ Microsoft 365 suite application skills ▪ Confident working with WordPress with the ability to make minor html/css layout changes ▪ Strong attention to detail and ability to follow complex directions 	<ul style="list-style-type: none"> ▪ Microsoft SharePoint Knowledge



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	<ul style="list-style-type: none"> ▪ 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 	

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.

Working hours: 37.5 hours each week, ordinarily Monday to Friday 9am to 5pm. On occasion some evening and/or weekend working may be required. We are open to discussing flexible working arrangements and job share opportunities.

Holidays: 23 days leave pro rata plus Public Holidays, accruing at 1 day per year of service to a maximum of 28 days. 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.

Closing date: 3 January 2022. Interviews are likely to be during week commencing 10 January 2022.

Start date: January/February 2022.



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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: Should be submitted using our application form available from our website at <https://anglingtrust.net/about-us/angling-trust-vacancies/>. Applications should be submitted to Stuart Sharp, HR and Business Manager, stuart.sharp@anglingtrust.net

