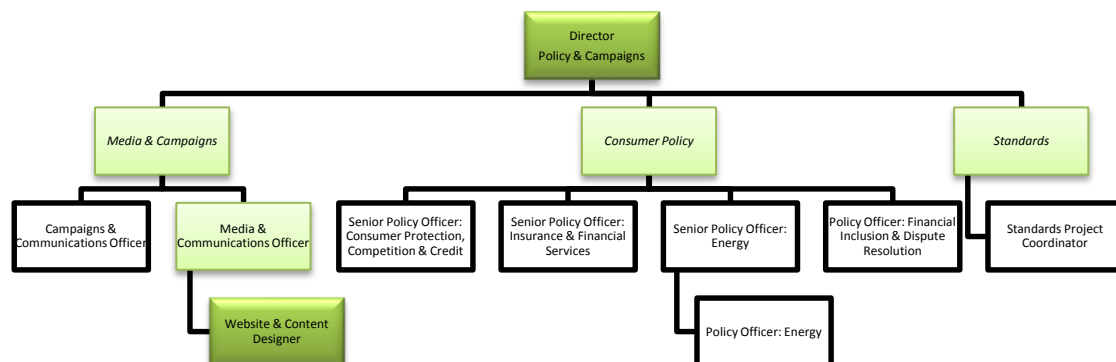


POSITION DESCRIPTION

Position	<i>Website and Content Designer</i>
Reports to (position title)	<i>Media and Communications Officer</i>
Purpose:	<i>To provide technical and creative support to a project to refresh and update Consumer Action's web presence.</i>
Direct reports:	<i>0</i>
Indirect reports:	<i>0</i>
Scope	<i>Wordpress Multisite with 6 sites, serving over 160k users per year.</i>

Organisation chart:



Key Accountabilities/Responsibilities:

The Website and Content Designer works with the Media and Communications Officer to refresh Consumer Action's web presence and brand.

This collaborative role is responsible for planning and delivering design and upgrades in consultation with Consumer Action staff and future proofing the website and associated tools with high quality documentation. You will:

- In collaboration with the Media and Communications Officer, refresh CALC's web presence and brand by:
 - Engaging with internal and external stakeholders to identify audience needs;
 - Contributing to the development and realization of the Consumer Action branding and content strategy, in line with the broader communications strategy;
 - Creatively translating needs and requirements so that the website reflects the Consumer Action values and enhances our wider national presence;
- Provide technical support to ensure that the Consumer Action website and associated web presence operates efficiently and reliably
- Manage competing priorities and constraints so that project aims are met within time and budget
- Drive increased web traffic through the creation of a user friendly and targeted web presence
- Maximise accessibility by applying accessibility standards to all website development initiatives

Qualifications/Experience/Specialist Skills:

Required

- Experience with the Wordpress Content Management System, including Multisite capabilities;
- Strong graphic design skills;
- Sound knowledge of server management and security protocols;
- Demonstrable experience in branding and content strategy;

Desired

- Knowledge of accessibility standards;
- Photography and video production experience;
- Familiarity with the Ninja Forms Wordpress plug-in.

Competencies

- Curious, open and flexible working style;
- Sound time management and project planning skills with demonstrated ability to meet targets and respect budget constraints;
- Willingness to engage with others, identifying and respecting differing needs and priorities;
- A demonstrated knowledge of and commitment to the not-for-profit sector;
- Awareness of social justice and the implications of social inequity on the information needs of the vulnerable and disadvantaged and those who work with them.