Job Description

Job Title:	Web Designer / Developer
Department:	Donor Services/Communication
Reporting to:	
Job Purpose:	Design captivating and compelling work that supports and drives Al-Khair Foundation's consistent and meaningful media coverage to continually promote greater public awareness of the organisation.

The role:

The Web Designer / Developer will be responsible for the design, layout and coding of websites. You will be involved with the graphical and technical aspects of websites and also the maintenance and update of existing ones. Finally, you will directly reporting to the Directors, cooperating with the social media/marketing team.

Main Responsibilities:

- Write the programming code, either from scratch or by adapting existing website software and graphics packages to meet business requirements
- Monitor the website's performance and identify any technical problems
- Collect and analyse site analytics
- Ensure on-page SEO
- Discuss technical solutions with clients and providing innovative new ideas to solutions
- Work on future products, including creating an intranet for staff
- Maintain a high awareness of industry's issues and trends.

Person Specification

	Specification	Essential	Desirable
(A)	a. Experience in developing websites and web applications.	✓	
	b. Experience with different CMS, such as WordPress.	✓	
(B)	a. Excellent HTML5, CSS3, JavaScript programming skills	✓	
	b. PHP	✓	
	c. Some knowledge of JQuery.	✓	
	d. Adobe Photoshop (Advanced),Illustrator	✓	
	e. UI Development experience.	✓	
	f. Ability to create and maintain MySQL & SQL databases.	✓	
	g. Basic understanding of search engines.	✓	
	h. Excellent written and oral communication skills.	✓	
	i. Web Hosting maintenance, Google Analytics, Search Engine Optimisation and Search Engine Marketing	✓	
(C)	a. Knowledge of charity sector.		✓
	b. Knowledge of all social media platforms.	✓	
	c. Understanding of the UK charity sector and development issues.		✓
	d. Working knowledge of Adobe and Creative Suite tools.	✓	
(D)	a. Remain positive in high pressure and stressful situations.	✓	
	b. Ability to multitask and prioritise workload.	✓	
	c. Ability to effectively work within a team environment.	✓	
	d. Ability to work on own initiative.	✓	
	e. Ability to maintain the highest degree of confidentiality regarding all aspects of work at all times.	✓	

Signed by: _____ (Staff)

Signed by: _____ (Direct Line Manager)

Date: _____