

## JOB DESCRIPTION FOR:

Website Designer for Diocese of Coventry Board of Finance (“DBF”) and Together for Change (“TFC”)

<b>Location:</b>	Coventry Diocesan Offices with travelling across Coventry and Warwickshire, as required.  This role can be performed as part of a hybrid or home working arrangement if requested
<b>Responsible to:</b>	Director of Communications and Engagement, Andy Waddams
<b>Salary:</b>	£9,704 (£28,034 FTE) plus employer pension contribution of 9%
<b>Hours:</b>	35 hours per week. This is a fixed term role for 4.5 months.

### Diversity, Equity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, “There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus”.

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

### Role Profile:

We are seeking a talented Web Designer to work on two key projects over a 4.5-month contract period:

- 1. DBF Project:** This involves implementing a full website remap, refresh and improvement to the current UX and design. The planning phase is complete, and the design process will be based on the existing platform/provider.
- 2. TFC Project:** This will focus on creating a new website on a new platform, replacing the current site. There will also be a requirement for content management and integration.

## **Main Activities and Responsibilities:**

- Refresh the Diocesan Board of Finance's website to improved clarity and user experience.
- Implement the new site map.
- Work within the existing website platform and in collaboration with the platform developers, Church Edit, who are funded and supported by a consortium of 20 Diocese.
- Liaise with organisational department leads to ensure content is accurate and up to date.
- Work with the Communications team to improve the current website's overall functionality and design.
- Redesign Together for Change website and ensure the website content is accurate and up to date to outline the charity's projects and keys areas of focus.
- Demonstrate through an updated online presence, that Together for Change is operating in partnership with the Diocese of Coventry to lead the implementation of those elements of the Diocesan strategy that lie within the charity's area responsibility, especially in relation to the third element of our Diocesan Purpose Statement – Transforming Communities.
- Demonstrate through an updated online presence, Together for Change's partnership with other key strategic partners, including the Church Urban Fund.
- Update Together for Change's social media presence and ensure to align with updated website content, the DBF's website and the charity's 'Saints Projects' online presence.
- Support the creation of video content to outline Together for Change's key areas of work and good news stories.
- Share good news stories that can be used to demonstrate the outputs of Together for Change's work to funders, partners and agencies.

## **Key Relationships:**

- Accountable to and line managed by the Director of Communications and Engagement for the DBF
- DBF Communication Officers
- Department leads and relevant team members at the DBF
- Together for Change CEO, Jet Jones
- Together for Change Central Team and Saints Staff Team Leads

## **Training, Monitoring and Evaluation:**

As this is a fixed term role for 4.5 months, the post holder will participate a review 2 months into the post as a member of Diocesan Staff.

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, Sexual Harassment, GDPR, Internet Security, plus other training that is identified during the course of employment.

## Person Specification

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have **familiarity with the essential requirements**.

AF=Application Form; Int = Interview; Test=Written and Verbal Test

Attributes	Essential	Desirable	Means of Assessment
<b>Qualifications</b>			
A standard of education/qualification commensurate to the role.	√		AF
A working knowledge of a range of software, hardware and operating systems.		√	AF/Int
<b>Experience</b>			
Experience in website creation and upgrades to improve website functionality and design.	√		AF/Int
Experience of engaging with a variety of audiences through social media platforms including Facebook, Instagram and X.	√		AF/Int
Experience of implementing a new site map.	√		AF/Int
Experience of creating video content to share information and good news story to a wide audience.		√	AF/Int
<b>Skills/Abilities</b>			
Creative and proactive mindset, with a key eye for design and an ability to think innovatively across a number of platforms.	√		AF/Int
Excellent written and verbal skills to liaise with relevant teams and department heads, platform developers.	√		AF/Int
Excellent written and communication skills to engage with a variety of audiences through online platforms and media content.	√		AF/Int
Ability to work on own initiative but also as part of a team.	√		AF/Int
Excellent attention to detail.	√		AF/Int
<b>Personal Qualities</b>			
A flexible approach and willingness to accept feedback.	√		AF/Int
A creative thinker with a key eye for design.	√		AF/Int
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	√		AF
Be Supportive of and live out our values at work:			

<p><b>Community:</b> To have a sense of togetherness and common purpose, with room for differences</p> <p><b>Christ-like:</b> To show humility and love for one another, to be welcoming and to have grace and patience</p> <p><b>Integrity:</b> To be genuine, authentic and honest, and value each other</p> <p><b>Service:</b> To recognise people's needs, give without expectation and use our gifts for each other</p>	√		AF/Int
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There is no Occupational requirement for the successful applicant to be a Christian. We welcome applications from all candidates regardless of faith or belief system.

If you have a disability or long-term illness that otherwise prevents you from meeting any of these criteria, please contact us to discuss what reasonable adjustments we can make for you.

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted.

For more information, including job and person specification, and application form, please see <https://coventry.anglican.org/about/vacancies/>

or contact the Director of Communications and Engagement, Andy Waddams,  
[Andy.Waddams@Coventry.Anglican.org](mailto:Andy.Waddams@Coventry.Anglican.org), 02476 521336

Closing date for applications: 10<sup>th</sup> December 2024  
Interviews on one of the following dates: 17<sup>th</sup> December 2024

Please send completed application forms to:  
Email: [Debbie.Niblett@Coventry.Anglican.org](mailto:Debbie.Niblett@Coventry.Anglican.org)

or

Post: Debbie Niblett, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.