Website Developer Job Calander: January 2027 – December 2027

Role: Neurodiversity Awareness Website Developer

Contract Start Date= 2nd January 2027

Contract End Date= 31st December 2027

Line Manager: Cristina Noriega

Total annual leave allowance= 21 days per Calander year in April - December

2027

January 2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
5 hours 30 mins	**Training Attendance**	**Induction Training I:** Introduction to Neurodiversity	1 hour 15 minutes	Mitchell	***1st week of January***	**Trainer:** Mitchell **Attendees:** Website Developer
	Training Attendance	**Induction Training II:** Intro to Charity, Role, & Website	1 hour 15 mins	Cristina	***2nd Week of January***	**Trainer:** Cristina **Attendees:** Website Developer
	Project Work	**Planning Re-design of Website** **I:** Design a plan on how the website can be redesigned to cater to be efficient to navigate, professional, consistent, and	2 hours	Cristina	***3rd – 4th Week of January***	**Staff Involved:** Website Developer

		caters towards the following target audiences: ➔ 14 – 19-year-olds ➔ Educational Staff in Secondary and Higher Education settings				
	Training Attendance	**"Conference Day" (Online):** Attend for CPD in Neurodiversity	1 hour	Mitchell	***Wednesday 27th January 6:30pm – 7:30pm***	**Chair:** Dr Mitchell **Trainer:** Lotte External Guest **Attendees:** All M2 SPED Awareness Staff & Year 12 NYA Programme Students
February 2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**

3 hours	**Project Work**	**Planning Re-design of Website II:** Design a plan on how the website can be redesigned to cater to be efficient to navigate, professional, consistent, and caters towards the following target audiences: ➔ 14 – 19-year-olds ➔ Educational Staff in Secondary and Higher Education settings	2 hours	Cristina	***1st – 2nd Week of January***	**Staff Involved:** Website Developer
	Meeting	**Project Pitch Proposal Meeting:** Website Redesign Plan	1 hour	Mitchell	***Between February 15th – February 28th***	**Chair:** Cristina Dr Mitchell **Attendees:** Website Developer
March 2027						
Estimated Total	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to**	**Expected Date**	**Trustee/Staff Involved**

hours of work				**expect Briefing from**		
6 hours	**Marketing Work**	**Website Redevelopment work**	6 hours	Cristina	***Throughout Entire Month***	**Staff Involved:** Website Developer
April 2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
2 hour	**Training Attendance**	**"Conference Day" (Online):** Attend for CPD in Neurodiversity	1 hour	Mitchell	***To be arranged***	**Chair:** Benjamin **Trainer:** Molly Chiaka **Attendees:** All M2 SPED Awareness Staff
	Marketing Work	**Website Quality of Life Updates:** Conference Day + Events	1 hour	Cristina	***Post - Conference Day***	**Staff Involved:** Website Developer
May 2027						
Estimated Total	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect**	**Expected Date**	**Trustee/Staff Involved**

hours of work				Briefing from		
0 hours	**NOTE- NIL Month in May**					
June2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
3 hours	**Meeting**	**Marketing Strategy Review Meeting:** Meeting to review June 2026 – June 2027 and plan edits to June 2027-June 2028	2 hours	Cristina	***Within June 1st – June 10th***	**Chair:** Cristina **Minute Taker:** Ben **Contributors:** Jake Briony Marketing Intern #3 LinkedIn Marketing Assistant (Ad-hoc) LinkedIn Marketing Assistant Website Developer
	Marketing Work	**Website Quality of Life Updates:** CPD Programmes +	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer

		NYA Programme Updates				
July 2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
1 hour	**Marketing Work**	**Website Quality of Life Updates:** Relevant Fundraising/ Events/ NYA Programme updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer
August 2027						
Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
1 hour – 2 hours	**Marketing Work**	**Website Quality of Life Updates:** Relevant CPD Programmes & NYA Programme updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer
	[OPTIONAL] Training Attendance	**Teambuilding Hour:** Online & Optional	1 hour	Mitchell	***TBA***	**Trainer:** Neurodiversity Staff Trainer

						Attendees: All M2 SPED Awareness Staff

September 2027

Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
1 hour	**Marketing Work**	**Website Quality of Life Updates:** Relevant CPD Programmes updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer

October 2027

Estimated Total hours of work	**Type of activity**	**Activity & Description**	**Estimated Duration**	**Trustee to expect Briefing from**	**Expected Date**	**Trustee/Staff Involved**
1 hour	**Marketing Work**	**Website Quality of Life Updates:** Relevant Events/CPD Programmes & Mailing list updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer

November 2027

Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Trustee to expect Briefing from	Expected Date	Trustee/Staff Involved
1 hour	**Marketing Work**	**Website Quality of Life Updates:** Relevant Events/CPD Programmes updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer

December 2027

Estimated Total hours of work	Type of activity	Activity & Description	Estimated Duration	Trustee to expect Briefing from	Expected Date	Trustee/Staff Involved
1 hour – 2 hours	**Marketing Work**	**Website Quality of Life Updates:** Relevant Programmes & Newsletter updates	1 hour	Cristina	***Throughout entire month***	**Staff Involved:** Website Developer
	[OPTIONAL] Training Attendance	**Teambuilding Hour:** Online & Optional	1 hour	Mitchell	***TBA***	**Trainer:** Leadership Staff Trainer **Attendees:** All M2 SPED Awareness Staff