

**Name:**

**Department (and Section where appropriate):** Design, Production, and Marketing (DAP)

**Grade:** G1

**Job Title:** Website & Digital Administrator

**Immediate Line Manager (Job Title):** Marketing Lead (TBC)

### **Job Purpose**

- To maintain Campden BRI's websites and intranet platform, in particular being responsible for day-to-day updates, including creation/editing and publishing of new pages and sections.
- To administer incoming requests to the DAP team, via email and telephone, escalating requests and queries as required.
- To provide general administration support to the DAP team and wider marketing team as requested.

### **Main Duties (including % of time spent)**

Update content for intranet and corporate websites (80%) including:

- Manage and implement updates to ensure key areas of corporate websites and intranet are current
- Help update and maintain specialist client contract websites for client results delivery
- Contribute to the creation and editing of video and audio content for web publishing and other corporate uses

Support and Administration (20%)

- General administration and DAP support activities
- Print room leave cover
- Receipt of on-the-job training and development

Support video and audio content creation

### **Knowledge, Skills & Experience**

- Good standard of education including GCSE English & Maths
- Demonstrable basic experience coding web pages using HTML/CSS
- Good attention to detail and eye for layout
- Photoshop skills an advantage
- An interest in, and an understanding of video and audio production an advantage
- Produce work to a high standard under pressure
- A very basic understanding and recognition of PHP/JavaScript/ jQuery would be useful but not essential
- Experience using Microsoft packages - word/excel/outlook/PowerPoint
- Ability to work in a small team
- Flexibility to work on a number of tasks and manage priorities

**KEY TASKS & RESPONSIBILITIES****1. Communications**

Need for clear communication, primarily one-to-one or small groups with colleagues across the business and at all levels to implement updates for specific sections of Campden BRI websites and to establish and clarify requirements as needed.

**2. Analytical Skills & Creativity**

- Help identify and solve html / web code issues (as they arise)
- Work with colleagues, and following corporate style guidance, set-up high quality consistent page layouts and images
- Assist with audio production and editing

Work with your line-manager and colleagues to assess and priorities work effectively

**3. Management of Activities**

- Work with your line-manager and colleagues to deliver routine and non-routine tasks conferring with line manager when the need arises
- Work with your line manager and colleagues to manage updates for corporate websites and communications areas of intranet, referring to colleagues to provide guidance as needed

Recommend ideas for improvement in efficiencies or work practices as developed

**4. Management of People**

Marketing Lead - Manager (TBC) - **JOB HOLDER**

No line management responsibilities

**5. Management of Finance & Resources**

- No budgetary responsibility or signing authority
- Awareness of the need for use of resources to best effect
- Awareness of the issues associated with the use of third-party content, and its control

**6. Autonomy & Accountability**

- Work with your line-manager and colleagues to deliver routine and non-routine tasks conferring with line manager when the need arises
- Autonomy to publish appropriate approved content via the website and intranet
- Work with your line-manager and colleagues to implement web updates (ensuring author sign-off as appropriate).
- Routine work unsupervised. Supervised on non-routine tasks, with access to line manager support where needed.

**7. Working Environment**

- Office environment based at the Chipping Campden site

**8. Other designated job roles** (Please tick those applicable)

Quality Co-ordinator  
Safety Co-ordinator  
First Aider  
First Aid Leader

Mental Health First Aider  
Fire Officer  
Fire Leader  
Software Co-ordinator  
Trained internal Auditor  
Equipment Officer  
Departmental Archivist  
Hygiene Manager  
Process Hall Manager  
Event Director  
Risk Assessor  
Biological Safety Officer  
Safety Representative  
Safety Committee Member  
Sample Receipt Steward  
Authorised Driver (in line with Car Policy)

**DSE User**

**Manual Handler**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....