

Job Description

Post Title: Kickstart – Website Designer & Developer REF: KWDD

Salary: National Living Wage

Hours: 25 hours per week, 09:00 – 14:15

Service: IT

Reports To: Director

Kickstart Programme

Roibis is taking part in the UK Government's Kickstart Scheme, which is part of the Chancellor's plan for jobs. The scheme offers young people, who are at risk of long-term unemployment, the opportunity to take part in a work placement where they will develop new skills to enable them to move into sustained employment at the end of the programme.

We welcome anyone with or without experience as long as you can commit to our vision and demonstrate our values, have a positive attitude and the desire to succeed. Do you want to join an inclusive growing organisation where you can make a difference?

Primary Job Function

The ideal candidate will be a talented Website Designer and Developer, will either freshen up or rebuilding the existing website and work alongside marketing and sales to ensure the brand is positioned in its salable light and offers amazing user experience. Wireframe new ideas considering responsive design and with a mobile-first approach. Responsible for maintaining, expanding, and scaling our site. Analyse the positive elements of any current digital presence and build a site map.

Duties and Responsibilities

As a Website Designer and Developer, you're the vital link between us, the clients and candidates. The role is demanding and diverse. It involves:

1. Executing all visual design stages from concept to final hand-off to engineering
2. Conceptualising original website design ideas that bring simplicity and user friendliness to complex roadblocks
3. Execute all visual design stages from concept to final hand-off to engineering
4. Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks
5. Create wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas
6. Present and defend designs and key deliverables to peers and executive level stakeholders
7. Establish and promote design guidelines, best practices and standards
8. Write well designed, testable, efficient code by using best software development practices
9. Create website layout/user interface by using standard HTML/CSS practices
10. Integrate data from various back-end services and databases
11. Gather and refine specifications and requirements based on technical needs
12. Create and maintain software documentation
13. Be responsible for maintaining, expanding, and scaling our site
14. Stay plugged into emerging technologies/industry trends and apply them into operations and activities

15. Cooperate with marketing and sales to match visual design intent that you have designed
16. Work as an integral member of a team, motivating one another and communicating effectively
17. Be determined to succeed with a positive attitude

Post Holder Declaration

Name:

Signed:

Date:

Person Specification

The person specification is an overview of the skills, knowledge and experience required for a Kickstart programme role. Your application will be assessed on how well you meet the specification set out below. In your application, make sure that you include reference to the requirements below and provide evidence of this in your cover letter. You can draw on your experiences gained through work, study or other activities to help you provide this evidence.

Post Title: Kickstart – Website Designer & Developer **REF:** KWDD

Salary: NMW

Education and Experience

- E1 A/I Interest and motivation to work within Consultancy/Recruitment Sectors
- E2 A/I Degree in relevant subject such as BS in computer science, BS/MS in Human-Computer Interaction, Interaction Design or a Visual Arts subject
- E3 A/I **Coding** - HTML, CSS, Javascript, Ruby on Rails, jQuery, Dreamweaver
Programming - .net, XML/XSLT, ASP, PHP, Python, Django
Design and graphics - InDesign, Illustrator, Photoshop, Flash or other visual design and wire-framing tools
Content management system (CMS) - Wordpress, Adobe Business Catalyst, Drupal, Joomla, Ektron, Zope

Knowledge, Skills and Ability

Website Developer

- E4 A/I Top-notch programming skills and in-depth knowledge of modern HTML/CSS
- E5 A/I A solid understanding of how web applications work including security, session management, and best development practices
- E6 A/I Adequate knowledge of relational database systems, Object Oriented Programming and web application development
- E7 A/I Hands-on experience with network diagnostics, network analytics tools
- E8 A/I Basic knowledge of Search Engine Optimization process
- E9 A/I Aggressive problem diagnosis and creative problem solving skills
- E10 A/I Strong organisational skills to juggle multiple tasks within the constraints of timelines and budgets with business acumen
- E11 A/I Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web technologies and techniques

Website Designer

- E12 A/I** Demonstrable graphic design skills with a strong portfolio
- E13 A/I** Ability to create wireframes, storyboards, user flows, process flows and site maps
- E14 A/I** Worked in an Agile/Scrum development process
- E15 A/I** Excellent visual design skills with sensitivity to user-system interaction
- E16 A/I** Ability to solve problems creatively and effectively
- E17 A/I** Up-to-date with the latest Web trends, techniques and technologies
- E18 A/I** Ability and willingness to follow instruction and learn new tasks
- E19 A/I** Ability to work as part of a team, or under your own initiative
- E20 A/I** Ability to learn and follow safe working practices
- E21 A/I** Ability to adhere to the Council's Dignity for All policy

Personality

- E22 A/I** Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. A natural forward planner who critically assesses own performance. Mature, credible, and has the ability to express his/her vision and build rapport with colleagues and Clients. Reliable, tolerant, and determined. Empathic communicator, able to see things from the other person's point of view. Well presented and businesslike. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player.

Special Requirements

- E23 E** This role will require you to obtain through us an Enhanced satisfactory clearance from the Disclosure and Barring Service.
- E24 A/E** Eligibility for Kickstart roles is open to people aged 16-24 who are in receipt of Universal Credit and are at risk of long-term unemployment. Additionally, you must have been referred to apply for the role by their Job Centre Plus Work Coach.

Assessed by: A = Application, I = Interview, E= Eligibility Check