

# Web Development Officer

## Job Description



**Line manager: The Adopter Hub Manager**

**Direct reports: None**

### The Role

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PACT has developed a unique online adoption support service called The Adopter Hub. This role will provide the digital and technical support needed to continue running and developing the service.

### Key tasks

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<input type="radio"/>	To maintain and further develop the digital platform for The Adopter Hub.
<input type="radio"/>	To provide the technical expertise needed to effectively realise design, development and fixes for the service.
<input type="radio"/>	To provide digital support in developing and delivering eLearning.
<input type="radio"/>	To provide digital support in delivering live webinars and editing video and sound content.
<input type="radio"/>	To work with our web host partners to enable the smooth delivery of The Adopter Hub service and to quickly and efficiently fix problems or issues.
<input type="radio"/>	To enable new users to be registered efficiently and safely.
<input type="radio"/>	To support service users who have issues in accessing the Hub.
<input type="radio"/>	To help to maintain safe and regulated interactive services for adopters, staff and practitioners.
<input type="radio"/>	To support the wider PACT website maintenance and development if and when needed.

### Other Duties

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<input type="radio"/>	To undertake any other duties deemed commensurate with this post as directed by the line manager.
<input type="radio"/>	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
<input type="radio"/>	To safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times.

## Person specification

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<b>Essential Attributes</b>	
<input type="checkbox"/>	Strong understanding and practical experience of using Drupal 7 and Moodle.
<input type="checkbox"/>	Video editing skills.
<input type="checkbox"/>	Experience of making written content available in an online format, including video and interactive content.
<input type="checkbox"/>	Experience with and knowledge of google analytics and translating information.
<input type="checkbox"/>	Creative skills to find clear and interesting ways of presenting information and to generate new ideas.
<input type="checkbox"/>	A very high level of accuracy and ability to pay attention to detail.
<input type="checkbox"/>	Ability to work with changing priorities and to be flexible and creative with solutions.
<input type="checkbox"/>	Ability to work well under pressure.
<input type="checkbox"/>	Ability to plan work and prioritise, for self and others.
<input type="checkbox"/>	Experience of working within the voluntary sector.
<input type="checkbox"/>	Ability to communicate effectively with people at differing levels of technical ability.
<input type="checkbox"/>	A strong team player and a collaborative working style.
<input type="checkbox"/>	Understanding of adoption (desirable).