

Frontend Developer and Digital Content Officer

Job Description and Person Specification

Purpose of the role

The Frontend Developer and Digital Content Officer will play a key role within the Digital Team by ensuring content across all platforms is kept up-to-date and consistent with current Green Party branding, improving our web presence with dynamic data from internal systems, being the second-line point of contact for frontend technical queries for staff and volunteers, maintaining user access to our systems and carrying our Digital project work to maximise the potential of our platforms.

Our platforms are primarily built on Open Source systems and technologies, including WordPress, and consist of over 300 websites across the party.

The chosen candidate will be adept in using a Content Management System, have experience working with REST APIs, know their way around VS Code and Gitlab, and possess good working knowledge of HTML, CSS and JavaScript. They will be an excellent communicator, highly organised, a good trouble-shooter with a natural ability to dissect complex problems, and be eager to learn and develop new skills.

The post holder will work closely with the Software Developer, Head of Technology and the wider Digital team who will provide training and support as they develop within their role.

Salary:	£31,984 to £36,488 pa FTE [Points 10-17 on the GPEW salary scale]
Hours:	Full time (35 hours per week)
Job type:	Permanent
Location:	Hybrid (at least two days per week in our London offices)
Line manager:	Software Developer
Line management responsibilities:	Key volunteers
Key relationships:	Field, Finance and Development teams, local and regional parties

Application process:

Please apply via the Applied recruitment platform <https://app.beapplied.com/apply/bxe\`omoio£>

Questions and discussions about the role are very much encouraged to help candidates to consider the role. Please email paul.morgan@greenparty.org.uk to set up a time.

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

Principal Roles and Responsibilities

Front-End Development:

- Maintain and update content across websites to meet the needs of staff and volunteers.
- Assist with the design and development of the members' website and CRM.
- Research, test, and install plugins to meet user needs, ensuring they are secure, reliable, and fit for purpose.
- Create and maintain front-end interfaces, including custom forms, data visualizations, and reusable content blocks.
- Ensure all platforms and servers remain secure and up-to-date by applying updates and patches.
- Assist with rolling out and migrating websites to new platforms.

Technical Support:

- Manage the support ticket system, responding to and resolving second-line technical queries from staff and volunteers.
- Provide training and guidance to help users maximize the potential of our systems.
- Set up and manage email/user accounts and access permissions for various systems.
- Provide equipment for staff, maintain an asset register, and recover devices from leavers for reuse.
- Troubleshoot technical issues, escalating complex problems to the Head of Technology or external contractors when necessary.

Digital Projects:

- Contribute to key development projects, such as integrating APIs, optimizing user interfaces, and enhancing system functionality.
- Collaborate with stakeholders to gather requirements and deliver technical solutions.
- Support the testing and deployment of new features and tools to improve Party operations.

General Responsibilities:

- Ensuring content is maintained to a high standard across all our online platforms.
- Maintain close contact with levels of the Party, keeping them abreast of changes to our Digital Content Systems by creating Technical Support Documentation, Training videos and potentially running Training Sessions.
- Respond within agreed timeframes to support tickets.
- Maintain good working relationships with Staff and key stakeholders within the party.
- Run WordPress Training for Staff and all levels of the Party as required. Assist with bi-annual training sessions at Conference.
- Work continuously on a task until completion or, where necessary, escalate to the Head of Technology and/or external suppliers and contractors.

Person Specification

In your written application please give evidence or examples that you meet all the criteria below marked both 'Application' and 'Essential'.

Where you meet criteria marked 'Application' and 'Desirable', please provide supporting evidence or examples in your written application, as applicable.

If you are shortlisted for interview, all criteria marked 'Interview' will be assessed.

Attribute		Essential/ Desirable	Assessment
Knowledge, Experience and skills	Proficient with Microsoft Windows and Office (Word, Excel)	Essential	Application & Interview
	Strong analytical skills and attention to detail	Essential	Application & Interview
	Experience of installing and configuring WordPress Themes and Plugins	Essential	Application & Interview
	Ability to create and maintain documentation and training materials	Essential	Application & Interview
	Proficiency in HTML, CSS and Javascript	Essential	Application & Interview
	Confident working with Git/Github/Gitlab	Desirable	Application & Interview
	Knowledge of PHP	Desirable	Application & Interview
	Experience working with and consuming REST APIs	Desirable	Application & Interview
	Provisioning, monitoring and troubleshooting of servers and hosting environments	Desirable	Application & Interview
	Understanding of Green Party organisation at local, regional and national level	Essential	Application & Interview
	Familiarity with relevant campaigns issues and organisations	Desirable	Application & Interview
Personal attitudes	Creative and open minded with a willingness to innovate in pursuit of the objectives of the role	Essential	Application & Interview
	Committed to excellence	Essential	Application & Interview
Personal circumstances	Eligible to work in the UK (United Kingdom)	Essential	Application
	Able and willing to work occasional unsocial hours and outside normal office hours as required	Essential	Application & Interview
	Not a member of another UK political party	Essential	Application
Equality	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies	Essential	Application & Interview

General points applicable to all Green Party of England and Wales jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given, and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as the Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines, and priorities by their line managers as part of the annual planning and review system but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.