

**JOB DESCRIPTION**

**Job Title:**  Website Manager

**Reporting to:** Business Systems Analyst

**Location:**  The Honourable Society of the Middle Temple

**Hours:** 37.5 hrs pw (Monday – Friday, 9 – 5.30)

# **About Middle Temple**

Middle Temple is one of the four Inns of Court, which have the exclusive right to Call men and women to the Bar of England & Wales, i.e., to admit those who have fulfilled the necessary qualifications to the degree of Barrister, which entitles them, after a period of vocational training to practise as Barristers. The Inn is a professional membership organisation as well as a property landlord with a substantial property portfolio in central London. The Inn holds numerous events and functions throughout the year for its members and other and is also available for private hire. The Inn is home to an extensive law library, maintain, amongst others, specialist collections in both EU and US law. The Inn also holds an extensive collection of historic archives and artefacts, dating back centuries. Middle Temple is also jointly responsible with Inner Temple for the Temple Church, the former headquarters of the Knights Templar in England, and which was consecrated in 1185.

The Inn’s mission is to support the rule of law in the UK and overseas, especially Common Law jurisdictions, and carries this out by providing extensive education opportunities and support to its members across the world and offers scholarships to intending practitioners to the Bar.

**Job Summary**

Managing the Middle Temple website with a focus on reviewing how processes/areas could be improved and developing the site. Assisting with the current Drupal 7 to Drupal 10 migration project due to complete in the Summer.

**Areas of Responsibility**

1. Website Support/Development - Spotting and implementing improvements; driving enhancements to our site, making improvements for users and making modifications to the site using HTML/CSS.
2. Quality Assurance/Testing – Ensuring our site migration goes well, conducting rigorous testing and helping to troubleshoot issues that arise.
3. Collaborative Engagement – based on site, the Website Manager proactively builds strong team relationships with colleagues.
4. Training and Staff Development – Upskilling staff, providing hands-on support to boost user confidence and competence in getting the most out of the website.
5. All staff are responsible for their own health, safety & welfare, and that of others, through their actions or inactions. They are therefore required to be familiar with and adhere to our Health & Safety Policy (and all associated policies, systems & procedures), to develop and maintain their knowledge, skill & experience with regards to health & safety and, commensurate with the level of the post, to promote safe working practices.
6. To lead by example, model and promote the Inn’s values, including demonstrating a commitment to diversity and inclusion.
7. To undertake other such duties as the line manager or director may reasonably require.

**PERSON SPECIFICATION**

**Qualifications**

1. Educated to GCSE level or equivalent (inc. maths and English)

**Knowledge, Skills & Experience**

1. Strong understanding of HTML, CSS, and JavaScript
2. Knowledge of user experience (UX) design principles and best practices
3. Experience of a similar working environment &/or understanding of the workings of the Middle Temple or other not-for-profit organisation.
4. Highly effective in fulfilling all areas outlined in the Job Description.
5. Experience of managing own workload with minimal supervision; able to multi-task, effectively plan work, prioritise and meet deadlines.
6. Knowledge of PHP and MySQL, experience with Drupal and version control systems such as Git, and familiarity with CiviCRM or other CRM systems are all desirable.

**Personal Qualities**

1. Excellent communications and interpersonal skills with the ability to communicate effectively (verbally and in writing) at all levels.
2. Ability to work on own initiative within the parameters of the role e.g. identifying ways that services within area of work can be improved and problems solved.
3. Ability to contribute positively to the work of the team and work supportively, co-operatively and collaboratively with colleagues.
4. Ability and willingness to learn new skills.
5. Ability to be flexible and attend work (e.g. meetings, events) outside the normal working week as may be required from time to time.