

Aberystwyth University Guild of Students

Application Pack

Web Site Developer

This pack contains the following:

Information about the Guild of Students

An application form

Job description

Person specification

An overview of Aberystwyth University Guild of Students

Aberystwyth Guild of Students is the official body representing students at Aberystwyth University. Although an integral part of the University, the Guild is a separate employer and operates independently. The Guild is a wide-ranging organisation, which includes a commercial company, Mashachu AUGS Trading Ltd and charity providing student services which covers the social, educational, recreational and welfare interests of the students.

Aberystwyth University Guild of Students' trading turnover in 2010/2011 exceeded £2.4million.

We are proud of our place within Aberystwyth University, one of the oldest Universities in the UK, but equally proud that we operate as an exclusively student led organisation with our management wholly devolved from our parent institution.

The Guild has a membership of approximately 8,500; we aim to serve the whole of Aberystwyth's student community and as such we are a diverse organisation, a status we encourage and celebrate. We employ 24 full time staff and 90 part time student staff.

The Guild holds the following standards:

- Investors in People – 2009 reassessed in 2012
- Disability two ticks award – awarded 2011
- Sound Impact (silver) – awarded 2011, reassessed in February 2012.

Web Design.

Working closely with the Communications Coordinator the Guild is aiming to be at the forefront of innovative and inclusive technology. You will be given full responsibility by the Sabbatical and Trustee board to develop all areas of the Guild website, including back office, on-line shop, membership and front office design.

Ideally, you will have experience of using a content management system, (the current site utilises Joomla) and be a competent user of Photo-shop or an alternative design software.

If you feel you have the creativity and vision to help us to deliver exceptional high standards and the technical ability to improve and develop then this could be an exciting opportunity for you in your Year in Industry.

This industrial year placement will run from the 11th June 2012 – 30th June 2013

Job description

Position:	Web Site Developer
Department:	Membership Services
Reporting to:	Communications Coordinator
Grade:	spinal point 6 - £15,151.00
Location:	All Guild Premises
Principal contacts:	Chief Executive Officer, Membership Services Manager, Commercial Services Manager, Shop Manager, Sabbatical Officers.

Main Purpose of Job

To continually improve and develop the Guild's web site-for both the membership services and commercial areas of the Guild. To support student officers in delivering their campaigns and effective communication of their objectives via the website. To enhance the profile of the Guild to all stakeholders. To develop online membership, payments and shop.

Duties and Responsibilities

Operational Responsibilities

- To provide web development support for the Guild's website, including day-to- day updating, working closely with the Communications Coordinator and other principal contacts.
- To develop subsidiary websites within the Guild for commercial and service departments.
- To work with the Shop Manager to develop the online shop.
- To develop online membership and payment sites for events held at the Guild in line with Financial Regulations.
- To support all clubs and societies, student members and staff with website enquiries, development and amendments.
- To assist with the website promotion of the Guild's democratic meetings.
- To ensure that the website remains current, relevant and efficient.
- To promote the Guild to student members, the University, local community and other stakeholders using up to date technology.
- To develop an online membership area for sports clubs and societies in partnership with the University.

Other Duties

- Attend meetings and conferences both internal and external as are deemed necessary.
- Attend training events, both internal and external as necessary.
- Undertake any other duties and responsibilities of an equivalent nature as may be determined by the Chief Executive from time to time.
- Work within all properly authorised policies of the Guild. To work strictly within the terms of the governing documents of the Guild, principally the Guild Constitution.
- Work within the terms of other governing documents, policies and procedures as may be passed from time to time by appropriate bodies or officers.
- To commit to reducing the Guild's environmental impact and promote environmental and ethical good practice

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

NOTE:

This job description is not intended to be an exhaustive list of procedures and tasks carried out by the post holder. It does, however set out the main expectations of the Guild in relation to the post holder's duties and responsibilities.



Person Specification - Communications Coordinator

CRITERIA You must be able to demonstrate in your application that you have:	Essential	Desirable	How it will be tested?
Qualifications			
Good general education to the Higher/A level equivalent	✓		A
Studying for a University Degree at Aberystwyth University	✓	✓	A
Experience			
Demonstrable experience of working effectively on own initiative	✓		A / I
Experience of managing projects.	✓		A / I
Previous experience in a democratically led organisation		✓	A / I
Experience of website development using Joomla or alternative format.		✓	A / I
Knowledge			
Understanding of current issues and themes in the higher education sector and student unions' in particular.		✓	I
Understanding of quantitative and qualitative methods of research.		✓	I
Skills and Abilities			
The ability to work effectively in a team	✓		I
Self motivated with a 'can do' attitude	✓		A / I
Exceptional website development skills	✓		A / I / AS
Ability to write for a number of media formats including web, e-mail, formal letter and social networking sites.	✓		A / I / AS
Able to create and maintain strong working relationships	✓		A / I
IT competent with a good understanding of Photoshop, In-Design or alternative design software	✓		A / I
Personal Qualities			
Desire to work within a democratic student led organisation	✓		A / I
Understanding and commitment to equal opportunities	✓		A / I
Demonstrably high standards of personal integrity.	✓		I

A Application Form
AS Assessment
I Interview



Selection Arrangements

Interviews will be held on 26th April 2012. Applicants are requested to keep this date free until they hear whether or not they are short-listed.

Closing date for applications: 3rd April 2012.

Application forms with an accompanying CV detailing a portfolio of work to be returned to:

Martyn Saycell
Membership Services Manager
Aberystwyth Guild of Students
The Union
Penglais
Aberystwyth
Ceredigion
SY23 3DX

Tel: (01970) 621700

To find out more about the Guild go to www.aberguild.co.uk

Main terms of employment

Location

All staff are located in the Union building which is situated on the Penglais Campus at Aberystwyth University, but may be required to work at other Guild locations. Staff are required to live within normal daily travelling distance of the Guild.

Contract

This is a fixed term post from the 11th June 2012 – 30th June 2013 subject to a 8 week probationary period. The hours of work will be on average 36.5 hours per week. A flexible working agreement is in use within the Guild.

Salary

Scale: spinal point 6 which is currently £15,151.00.

Holiday

The annual leave entitlement for permanent full time staff is 20 days per year plus 8 statutory and public holidays and 6 additional days, 3 at both Easter and Christmas.

Notice of Termination

4 weeks notice of termination in writing is required. However during the initial probation period employment may be terminated by either party with one week's notice.