

National Web and Design Co-ordinator GirlGuiding NZ

Position Description

Date: 19 August 2010

Position Purpose

To provide graphic design and website management assistance to support the development of GirlGuiding NZ marketing and communication activities and resources.

Responsibilities

Responsibilities include the following key areas:

- Providing design assistance to update and refresh the wide range of printed materials and resources, as well as initiating new design activities under advice.
- Providing an effective, timely and up to date GirlGuiding NZ website.
- Administrative assistance and support to staff and volunteers in marketing and communication materials and activities.

Role

Fulltime 40 hours per week between 8.30 am to 5.00pm
Based in Christchurch, GirlGuiding New Zealand's National
Office, 217 Armagh St, ChCh

Working relationships

Reports to Marketing and Advocacy Manager

Responsible for No staff report to this role

Works with
Primary National Marketing Co-ordinator
Mail Order Supervisor
National Guide Biscuit Co-ordinator

Secondary Senior Management Team
Other National Office staff
GirlGuiding NZ volunteers
External contractors and suppliers

Selection criteria

Essential

- Demonstrated experience in the maintenance of an up to date website and website content management skills.
- Demonstrated familiarity with design programmes, particularly Freehand.
- Tertiary qualifications with a minimum of two years demonstrated work experience across the required areas.
- Planning and project management skills to demonstrate your track record of working as a team member to deliver often competing priorities.
- Excellent attention to detail with experience in brand management, its application and monitoring.
- Excellent communication, interpersonal and relationship management skills.
- Able to work within the aims, values and philosophies of GirlGuiding NZ.

Desirable

- Demonstrated skills in web design.
- Comfortable in the provision of CMS training and assistance to other staff and volunteers.
- Extensive knowledge of the application and technical structure of social networking sites and other technologies.

Please respond in full to all selection criteria when applying for the position.

Applications close Monday 30 August at 5pm. Applications by email are preferred.

For further information

Contact Jane Smithson, Marketing and Advocacy Manager, 03 33 1479 or email jane.smithson@girlguidingnz.org.nz.

Tasks

- Use graphic design skills to update and refresh the very wide range of resources in a timely and effective manner.
- To provide a service to keep the web, www.girlguidingnz.org.nz up to date
- To co-ordinate all amendments to internal forms and publications.
- Assist and train staff to use Plone, the Content Management System, for the web.
- Provide administrative assistance and support to staff and volunteers in marketing and communication materials and activities.
- All marketing images are catalogued for future reference and use.
- Provide a service to update other social networking sites as appropriate.
- To implement and maintain a filing and cataloging system that is easy to access and simple to understand.
- Other tasks as required at the discretion of the Marketing and Advocacy Manager

KPIs

- All external and internal marketing and communications media and materials are professional, high quality and meet the needs and standards of GirlGuiding NZ
- GirlGuiding NZ's brand standards are maintained and enhanced across all required tasks.
- Through feedback, staff and volunteers are supported in their marketing and communication materials and activities.
- The website, www.girlguidingnz.org.nz is up to date and is an outstanding example of GirlGuiding NZ's brand application.
- Website training requirements are identified and acted upon as appropriate.
- Timelines are met and work is prioritized according to deadlines.
- A well-catalogued selection of photographs and images are available to be used as a resource.
- A simple, accessible filing system is in place.