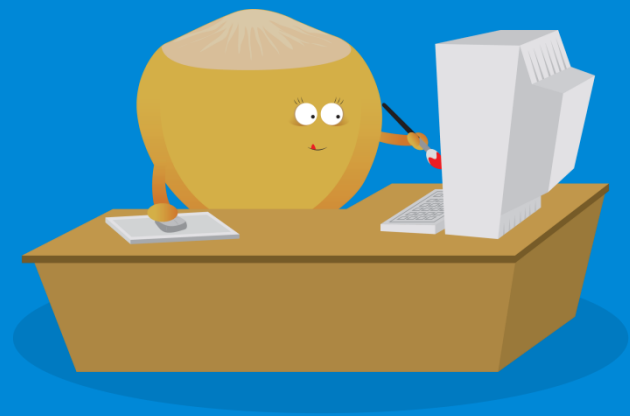


JOB DESCRIPTION

TITLE:	Apprentice Web Developer
SALARY:	£120 per week + Annual bonus
LOCATION:	Manchester, City Centre
HOURS:	40 hours per week
ACCOUNTABLE TO:	Web Developers
CONTACT INFORMATION:	0161 883 1122

JOB SUMMARY

- Assisting with creating websites.
- Assisting with updating existing websites.
- Communicating via email with clients, and telephone when required.
- Communicating regularly with other team members.
- Assisting with creating email campaigns.
- Providing basic support to a wide range of clients with the day to day running of their websites and emails.
- Assisting with managing projects from beginning to end. Including; initial contact, quotations, closing sales, development, amendments, signing off, marketing campaigns, updates and reviews.
- Assisting with managing outsourced developers, designers, illustrators, programmers, researchers, marketers (training will be given).
- Assisting with setting up Adwords / SEO campaigns (training will be given).
- Meeting agreed deadlines.
- To work both independently and as part of a team
- Assisting with expanding our web design and development service through developing sources of new business.



VALUES

- To put clients first in everything you do and put each client's needs at the centre of all decisions. To accept that some clients need more help, and that not all their goals will be realised, however, to strive to achieve the best possible results for each of your clients in all circumstances.
- To value each client as an individual, respect their aspirations, beliefs, commitments, and seek to understand their priorities, needs, abilities and limitations. To take what others have to say seriously. To be honest about your point of view and what you can and cannot do.
- To strive to improve people's experiences of web design and development. To value excellence and professionalism wherever you find it – in the everyday things that make people's lives better as much as in web developments and design as in service improvements and innovation.
- To earn the trust placed in you by insisting on quality and striving to get the basics right every time: good design, effective websites, good communication, professionalism and efficient service. To welcome feedback, learn from your mistakes and build on your successes.

RESPONSIBILITY

- To manage all tasks effectively and efficiently.
- To discuss services and options to potential clients.
- To provide support, consultation and advice on relevant issues to clients and team members.
- To act as a resource for team members and clients. To provide advice, this includes recommendations of the best course of action.
- To assist with the co-ordination and delivery of services.
- Spend time with any team member as requested



COMMUNICATION

- To contribute to regular goal planning and ensure that information is shared/ communicated on a frequent basis.
- To deliver ideas, to clients and other team members.
- To use communication skills to facilitate good relationships with team members and clients. To ensure the smooth running of services by effectively communicating with all relevant parties.
- Be responsible for dealing with enquires related to our services.
- Attend meetings with other team members and ensure that points arising from these meetings are actioned.
- Keep in regular contact with clients whose services you are overseeing to ensure you are delivering added value to client relationships.
- Ensure that client queries are dealt with promptly and professionally.

SERVICE DEVELOPMENT AND IMPROVEMENT

- Assist with the preparation of quotations for potential clients.
- Highlight areas that could be improved to co-workers.
- Conduct research and gathering of data and relevant information as needed to develop successful business proposals.
- Assist with managing client relationships to ensure revenue growth.

FINANCIAL RESPONSIBILITY

- Ensure you get the best price for any products/services purchased.
- Ensure all receipts are kept (paper or email).

TEAM MEMBERS MANAGEMENT AND HUMAN RESOURCES

- Work well with all team members.
- Assist with the development of other team members as required

TEACHING, TRAINING AND PROFESSIONAL DEVELOPMENT

- To participate in the teaching and training of team members as agreed.
- Take an active role in your own development.
- Complete all college coursework on time.

PROFESSIONAL

- Act professional at all times.
- Where appropriate, participate in the appraisal system as appraisee, and intermittently an appraiser and be responsible for fulfilling agreed objectives and personal development plan.

ORGANISATIONAL

- To demonstrate effective time management and organisational skills during management of own workload and to be able to adapt to an unpredictable work pattern on a daily basis.
- To contribute to service developments.

This job description is not meant to be exhaustive and reflects only the current and anticipated responsibilities of the post. The successful applicant will be expected to work flexibly in order to meet the overall needs of the position.

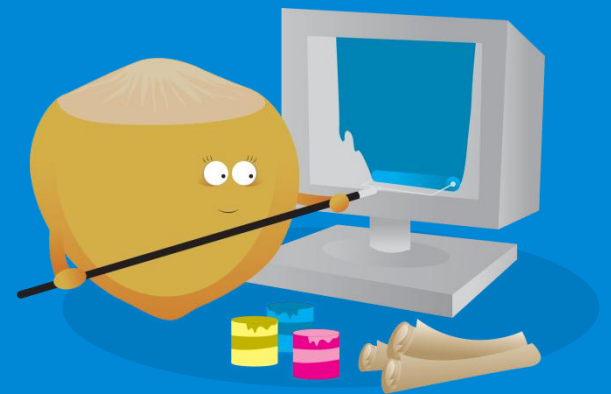
APPRENTICE SCHEME

This vacancy is part of the government apprenticeship programme. The successful candidate will spend one day a week at college, and four days a week in our office gaining first-hand experience. The successful candidate will follow the Level Three IT Apprenticeship. This is designed to give apprentices the skills to work in the Web/IT industry.

The Apprenticeship programme lasts one year, and on completion the apprentice will have gained valuable qualification and will be offered a full-time role.

The Apprenticeship covers the following:

- Develop own effectiveness and professionalism
- User Profile Administration
- Customer care in ICT
- Data analysis and data structure design
- Security of ICT systems
- Technical fault diagnosis
- Working with ICT hardware and equipment



QUALIFICATIONS AWARDED

At the end of the programme apprentices will have achieved:

- Advanced Apprenticeship IT, Software, Web and Telecommunication Professionals
- Level 3 Diploma in ICT Professional Competence
- Level 3 Certificate in ICT Systems and Principles
- Functional Skill Application of Number Level 2
- Functional Skill Communication Level 2
- Functional Skill ICT Level 2
- Employment Rights and Responsibilities (ERR)

WHAT ARE THE CAREER OPPORTUNITIES?

On completion of this apprenticeship, apprentices will be offered a full time role. They will have many opportunities to develop in the following roles:

- IT strategy or planning professional
- Software professional
- IT technician
- Computer engineer, installation or maintenance
- Web analyst
- Web developer
- Web marketer

If you have any questions regarding the job description please email careers@nuttersons.co.uk