



## Digital Technical Lead Job Description

### **Job purpose:**

Develop and lead the technical development of the Bristol Cable's website and related digital systems.

### **Basic information**

**Title:** Digital Technical Lead

**Salary:** £8.75 per hour (Please note: all Cable coordinators are paid on the same rate)

**Contract Type:** Permanent

**Hours:** 22.5 hrs per week

**Location:** The Bristol Cable, 14 Hillgrove Street, Bristol, BS2 8JT

### **Background to the role**

The Cable is building a community-centred approach to local media, and as our membership continues to grow we need to develop digital systems that can facilitate both easy and meaningful engagement. This role will create, integrate, and help invent the digital systems needed to build a thriving community-led media organisation.

You will be working on defining and implementing these innovations, working as part of the web team with members across the whole organisation. While you will be doing much of the technical development (writing code), you will also be co-creating product specifications, development roadmaps, and recommending the platforms and technologies we should be using.

### **Specific responsibilities:**

## **Develop**

- Develop web features and related digital systems from proposal to polished end result
  - Develop tools and processes to reduce time spent on administrative tasks
  - Develop tools and processes to enhance reporting of website KPIs
- Create and maintain documentation around features and configurations.

## **Collaborate**

- Work closely with the coordinators undertaking web coordination to manage the delivery of digital projects
- Provide assistance and on-the-job support for the website administrator, to aid technical development and contributions to developing the website
- Support and collaborate with others on the web team in resolving website bugs and user-reported issues and devise robust solutions
- Work closely with relevant coordinators to develop digital membership functionality.

## **Open Source**

- Create and distribute an open source software stack for membership-driven media, designed to facilitate engagement by people from underrepresented groups.
- Encourage and facilitate the involvement of contributors to the development of the Cable's website and related digital systems
- Keep code easy to maintain and keep it easy for others to contribute code to the Cable, e.g. comments in code.

## **Security**

- Ensure the proper and safe storage of website data, in line with the General Data Protection Regulation and privacy best principles