



Application pack for the post of  
**Website Project Manager**

November 2020

Together we can find a home for every child who needs one.

# Introduction

**Together we can find a home for every child who needs one.**

Thank you for your interest in the post of Website Project Manager. This is an exciting opportunity to be part of the Home for Good team and enable us to increase our reach and impact as we seek to find a home for every child who needs one.

This pack outlines the role and provides a little information about Home for Good. It includes:

- The job description
- The person specification
- Essential employment information
- An outline of the application procedure
- An introduction to Home for Good
- Ethos statement

If you have any questions, please do contact me.

## **Hannah Fillier**

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# Job description

Together we can find a home for every child who needs one.

## INTRODUCTION

Home for Good works to inspire, equip and connect a growing movement of individuals, churches and local groups who are passionate about making a difference in the lives of vulnerable children through fostering or adoption. Our website is an integral part of communicating our vision, equipping our network and increasing our reach.

We are seeking a highly organised, proactive and relational person with excellent communication skills and experience of website management to join our team and ensure our web presence remains effective, efficient and engaging. The Website Project Manager will be part of our Communications and Fundraising Team.

## MAIN TASKS

### 1) **Maintain a great working relationship with the external web design/development agency responsible for our website**

The Website Project Manager will need to liaise frequently with various members of the web design and development team, outlining new and ongoing requirements, establishing timescales and managing various phases of development.

### 2) **Plan and coordinate development**

Working with various members of the Home for Good team, the Website Project Manager will need to identify ongoing development needs, respond to requests, establish requirements and priorities, and manage all web development.

### 3) **Day to day management, updates, and data input**

Using Craft CMS, the Website Project Manager will be responsible for keeping our web presence working well and uploading new content, including event and campaign information, church-facing resources, support information, blogs, articles, stories and news (content provided by other team members).

### 4) **Be part of the Home for Good team**

We are very proud of our 'sense of team' and therefore there will be lots of opportunities for you to participate in team activities and be involved with Home for Good events that take place throughout the year. As a faith-based organisation, core to our team life is to pray together as a team.

*This post is subject to an Occupational Requirement that the postholder be a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.*

# Personal specification

Together we can find a home for every child who needs one.

<b>Experience</b>	
1. Experience of website project management	Essential
2. Experience of using a CMS	Essential
3. Experience of managing and prioritising multiple projects	Essential
4. Experience of working in the charity sector	Desirable
<b>Skills/Abilities</b>	
5. Strong understanding of digital development processes	Essential
6. Fluent in CMS terminology	Essential
7. An understanding of HTML	Desirable
8. Strong organisational skills, time management and attention to detail	Essential
9. Ability to use initiative and be proactive, take responsibility for tasks, and organise your own priorities	Essential
10. Great communication and relational skills	Essential
11. Ability to be flexible and work in a rapidly changing team / organisation	Essential
12. The ability to think clearly under-pressure, maintaining a calm and professional manner	Essential
<b>Personal Qualities</b>	
13. A clear commitment to the Christian faith and agreement with Home for Good's basis of faith.	Essential
14. Able to identify with and be committed to the vision and ethos of Home for Good.	Essential
15. Approachable, relational and diplomatic and able to relate well to people from a wide variety of backgrounds	Essential
16. Flexible and willing to be involved in a wide range of tasks.	Essential
17. Able to occasionally work weekends and evenings.	Essential

# Employment information

Together we can find a home for every child who needs one.

Job title:	Website Project Manager
Accountable to:	Marketing Manager
Purpose:	See job description
Location:	Home working, with occasional travel within the UK.
Contract length:	Temporary contract to cover adoption leave - initially nine months
Start date:	As soon as possible.
Hours of work:	17.5 hours per week (0.5 FTE) to be worked across 3-5 days as desired. Very occasional weekend and evening work may be required. Home for Good operates a time-off-in lieu system.
Holiday entitlement:	25 days per year (pro rata), three of which must be taken between Christmas and New Year. Statutory Bank Holidays are additional.
Salary:	£25,160 (pro rata)
Pension / Life Assurance:	After three months automatic enrolment into a direct contribution pension. Home for Good has a Group Life Assurance policy for all employees.
Overtime:	Paid overtime is not applicable to this position.
Period of notice:	One month's notice by either party or statutory notice (whichever is the greater), which increases to two months after one year's employment.

# Application procedure

**Together we can find a home for every child who needs one.**

Please download and complete the application form and submit it online via the [Job Opportunities section](#) of our website

The closing date for receipt of completed application form is **9am on 7 December 2020**. Short listing will take place soon after the closing date.

We plan to hold interviews over Zoom around a week after the closing date. When a decision has been made, we will inform all candidates of the outcome. This is generally within a week of the interview.

Home for Good will treat your application as private and confidential. Unsuccessful candidates will be notified by email and their applications will be securely destroyed after one year.

# An introduction to Home for Good

**Together we can find a home for every child who needs one.**

Our vision is **a home for every child who needs one**. We want every child to have a stable, loving home where they can thrive. We know that for children in care, it's crucial to find the right placement at the right time - whether that's a short-term foster placement in an emergency, a long-term foster placement or a new adoptive family.

Currently, this isn't always possible. That's because in the UK there is an urgent need for more than 9,000 more foster families and there are not enough people coming forward to adopt children who wait the longest for adoption (children over the age of four, with additional needs, from black and minority ethnic communities and who are part of a sibling group). We believe the Church is well placed to ensure that every child has the home they need and families that foster or adopt receive the support that they need.

As we work to make our vision become a reality, our four goals point us in the right direction and shape everything we do. We want:

**Churches in the UK to understand their mandate to care for vulnerable children, to have a deeper understanding of the theology of adoption, hospitality and caring for the vulnerable, and to take action.**

We call this **spiritual pacesetting** and it is at the heart of all we do, because our faith is the foundation for our work. Our role is to be a voice within the UK Church to ensure that fostering and adoption is on the agenda. This goal makes the other three goals possible: through the increased engagement of the Church we aim to see an increase in finding homes, support for families and involvement in political advocacy.

**Christians to step up to become adoptive parents or foster carers – particularly for children who wait the longest for adoption and foster children for whom there is currently the greatest need for foster carers.**

Through our work **finding homes** we run campaigns to inspire people to consider fostering and adoption, dispel myths that prevent people from applying, and raise awareness of the specific needs in the UK. We then have a range of services and programmes that help people have a positive journey from the moment of inspiration to the point of placement, and beyond.

**All Christian foster carers and adoptive families, along with those thinking about it and in the assessment process, to be able to access the support they need so they can overcome hurdles, be resilient, and thrive.**

**Supporting families** starts with inspiring and equipping churches to provide wrap-around support to those that foster or adopt. Our networks of champions, churches, local movements and online hubs create spaces and opportunities for foster and adoptive families to support one another. As we identify specific needs, we are able to create targeted programmes to enable support.

**To be an authoritative voice on looked after children, fostering and adoption in the UK and influence policy to create better outcomes for adoptive and looked after children and those who care for them.**

In our **political advocacy** work we seek to represent Christian foster carers and adopters, be a voice for vulnerable children, and champion the role of the Church in society. Our role is to join or spearhead coalitions to tackle issues that we are well-placed to address. We influence change by raising awareness of issues, building relationships, and offering solutions.



# Ethos statement

## Together we can find a home for every child who needs one.

Home for Good is a movement of individuals and churches who believe that every child should have a safe and loving home where they can thrive.

We believe the Church community is well placed to step up to offer homes to children who are not able to live with their birth family, and wrap around in support of foster and adoptive families. We therefore aim to change the culture in churches throughout the UK to make caring for vulnerable children a significant part of their life and ministry.

We also believe that people of faith should be treated fairly during the assessment process.

Home for Good is a bearer of good news. Children and young people being nurtured in loving homes is good news for some of the most vulnerable children. It's also good news for the Church to fulfil God's call to care for those in need. It's good news for our communities, and it's good news for our country.

Home for Good is a national charity dedicated to inspiring, equipping and coordinating the network of local movements, churches and individuals who are making the Home for Good vision a reality.

Home for Good is committed to working in partnerships with churches, voluntary and statutory agencies, local authorities and other organisations to effectively achieve our aims.

Home for Good is focused on the Christian Church, but our intention is that our work will be of benefit to people of all faiths, and none.

### Our values

Our two core values are the twin threads that run through every aspect of our work. All that we do is shaped by, built upon, and fuelled through being **child-focused** and **faith-rooted**.

#### Child-focused

Children and young people will always be at the heart of Home for Good. We are passionate about finding a great home for every child who needs one, where they will be loved and nurtured and enabled to thrive. We affirm the infinite value and believe in the potential of every child. We will do all we can to advocate on their behalf, championing their needs and celebrating their successes, ensuring their voices are heard.

#### Faith-rooted

Our Christian faith inspires, motivates and encourages us to act and to believe that change is possible as we stand firmly on a strong theological foundation and commit to prayer for every aspect of our work. We will hold on to faith amidst setbacks and challenges and step out in faith to act. We are open about our faith and recognise the potential in the Church to make a difference, but we do not expect preferential treatment and are keen to work in partnership with those of other faiths and of no faith.

### Our principles for working/our approach to work

We are:

#### Innovative

We seek new and creative solutions. We see opportunities and possibilities. We are dynamic and

responsive. We dream about what could be and then we intentionally plan, develop and create all that is needed to get there.

### **Relational**

Within our team, across our organisation and throughout our networks, we value relationship and believe in the synergy of collaboration. We dream together, we make decisions together and we work together. We celebrate diversity, respect differences and are generous with our ideas.

### **Hopeful**

We are optimistic and focus on what can be done to find solutions. We recognise that fostering and adoption are not easy and will be honest about challenges and frustrations, yet we seek to be a catalyst for change and make a positive difference in every situation.

### **Excellent**

We are professional, invest in training and ensure a good level of understanding. We are eager to learn from those with experience and expertise. We enable people to play to their strengths and always go above and beyond.

Home for Good was initially a campaign of Care for the Family, the Churches' Child Protection Advisory Service and Evangelical Alliance before becoming an organisation in its own right in 2014. Home for Good has chosen the Nicene Creed as our statement of faith:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the Virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

Our Equal Opportunities Policy includes facility for justifying that certain posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. Our Volunteer Policy places the same requirement on certain volunteer roles.

Where this is the case prospective staff or volunteers would be asked to confirm that they assent to a statement of faith, which is summarised through the Nicene Creed.

We also expect our Champions and Local Movements to ascribe to this statement of faith.