



Website Designer Volunteer Required

The role primarily is focused on maintaining existing websites though new sites are occasionally required and built using WordPress. Citizens Advice Chelmsford currently has 14 websites though only 6 of these are unique. The main sites that we have are [Citizens Advice Chelmsford](#) and [Chelmsford Law Clinic](#). We also have a collection of near identical rural Chelmsford sites and a collection of very simple one page websites which are effectively launch pads for video conferencing.

Site maintenance is the most frequent task, changing opening hours, updating sites with latest information and making regular backups. Creation of new sites is less frequent. The main sites were designed around 2019 but most of the new sites have been designed and built within the last 18 months and there is a likelihood that there will be more sites required in the future.

Skills required

- Ability to work with website owners to understand their needs and to make changes to their sites that meets those needs.
- Ability to build new websites that conform to [responsive design](#) needs and to the [design standards](#) used by Citizens Advice.
- Good knowledge of WordPress administration and plugin management including the ability to adapt WordPress themes.
- Good knowledge of HTML, CSS and JavaScript coding.
- PHP coding knowledge is also desirable to effect changes to WordPress core files.
- Ability to be able to produce optimised graphics for websites.
- Site maintenance skills including maintaining website resilience by making regular backups.
- Office skills in order to document operational procedures.