WEB DEVELOPER / DIGITAL DESIGNER

- Creative opportunity for a qualified and experienced web developer and print/web designer to make their mark in the creation of our websites, digital marketing and print collateral.
- Work across a growing community services organisation with diverse marketing, promotional and communication needs.
- Important role in the organisation allowing you to have ownership of the development of our brand - websites, digital marketing and print design. This is a key role in our marketing and communications team.
- Full-time role, located at Carss Park, Sydney.

We are seeking someone:

- With a Tertiary qualification in Graphic Design, Visual Communications or related IT with several years' hands-on experience.
- Who is experienced in Adobe Design Suite, HTML, PHP, AngularJS, CSS and CMS.
- Who has contemporary knowledge and experience in designing, building and managing websites including e-commerce, search engine optimization and social media.
- Who is tech savvy, with a high level of digital marketing know how, and a real passion for IT and adopting new technology.
- Who can demonstrate the ability to undertake and manage multiple design and digital marketing projects from concept and design through to agreed delivery of finished product.
- Who has a friendly, professional demeanor, good interpersonal skills and enjoys being part of a dynamic team with a positive "can do" attitude.

What we can offer:

- Employment with a values-based organization.
- Opportunity to take ownership and implement contemporary creative design to support all our marketing and communication activities across the organization.
- Being a key part of a small, dynamic marketing team working alongside our marketing and communications coordinators and the Director, Social Enterprises and Marketing.
- Excellent salary packaging opportunities.

For further information please contact our HR team on 02 95800688

Applications addressing the selection criteria, together with any work examples saved as PDF's (or links) can be submitted online or emailed to Amalia.betihavas@3bridges.org.au.

Applications close: Monday, 7 March 2016

All applicants must address all the selection criteria listed under 'essential experience or skills'.

JOB DESCRIPTION:
Digital Design / Web Master Officer

POSITION DETAILS

Responsible to:	Director, Social Enterprises and Marketing
Responsible for:	Building and managing our websites, the professional, timely development and production of digital and print collaterals to support the marketing, communications and PR objectives of 3BC's' services and programs.
Objectives:	• Ensure consistency of brand identity and key messages through the production of high quality digital and marketing collaterals. • Contribute to the efficient and cost-effective management of 3Bridges' marketing, communications and PR activities.
Direct reports:	Nil
Indirect reports:	Nil
Location:	Carss Park, NSW (St George Region)
Award:	SCHCADS
Level:	Level 4 ($50,000 - $65,000) depending on experience
Hours per week:	Full time – 38 hours

PURPOSE OF POSITION

The Web Developer and Graphic Designer position is a key member of the Marketing & Communication Team. The role has responsibility for building and managing our websites, the design and production of our digital promotions and print-based marketing collaterals (including eDMs, flyers, organisational brochures, corporate collaterals, service brochures and advertising).

SELECTION CRITERIA

Mandatory qualifications

- Criminal history clearance.

Essential experience or skills

- Tertiary (HE) qualifications in Graphic Design or Visual Communications with several years hands-on experience.
- Proficiency in Adobe Suite (Photoshop, Illustrator, Indesign) and MS Office suite.
- Contemporary knowledge and experience in designing, building and managing websites including e-commerce, search engine optimization and social media (demonstrated by previous experience working with a range web applications/ platforms).
- Familiar with a wide range of web applications/platforms and programing languages (eg HTML, PHP, AngularJS, wordpress, e-commerce, SEO, CSS and CMS) to develop responsive landing pages and complex web sites.
- Demonstrated ability to undertake and manage multiple design and digital marketing projects from concept and design through to agreed delivery of finished product including an understanding of print management from concept through to print ready files.
- Understanding of brand management, contemporary marketing and social media channels.
- Tech savvy, demonstrated by a high level of digital knowledge and a real passion for IT and adopting new technology into existing workflow processes.

Desirable:

- Demonstrated skills in digital photography, videography and editing.
- Experience / ability to improve and integrate technology into existing work flow processes.
- Ability to produce designs in Mandarin, Cantonese or Arabic would be an advantage.
- Experienced and skilled in building CMS (WordPress) and creating e-commence sites, developing sites improved search engine optimisation to help grow our online presence and sales.
- Experience in working with current project-management /team collaboration platforms (eg JIRA / Basecamp etc) .

PERSONAL ATTRIBUTES

- Demonstrated ability to work constructively and effectively as part of a small dynamic team.
- Excellent planning, project management and organisational skills, with a friendly, professional demeanour, good interpersonal skills, with a positive “can do” attitude.
- A pro-active approach and the ability to be flexible and adapt to changing priorities and manage multiple projects simultaneously.

KEY RESPONSIBILITIES

- Build and manage our Websites – including rebuilding our existing sites, developing new sites for existing services and building our e-commence platform, administration, editing & updating.
- As part of the marketing team create new concepts or improving existing conceptual work, managing the roll out across multiple channels such as publications, brochures, and presentations, various marketing collateral, tender documents, awards submissions, web, social media and project-base videos.
- Assist with the development and implementation of our organisations brand identity and help to embed organisation compliance with the branding guidelines.
- Internal collaboration with services to ensure consistency of brand identity and compliance with marketing policies and procedures.
- Digital design and production – (Templates, Flyers, Posters & Print Media) by creating new concepts or improving existing conceptual work, managing the roll out across multiple channels such as publications, brochures, and presentations, various marketing collateral, tender documents, awards submissions, web, social media and project-base videos.
- Create and work on briefs, conceptualise and develop a variety of executions across multiple channels and applications (offline and online) for collateral for business units, including flyers, brochures, social media material, print and online advertising and electronic direct marketing.
- Create and maintain the visual aspects of our website and branding and over see the creation of all visual material to ensure consistency across the organization.
- Implement and manage electronic media library for all publications and templates including approved photo/image/video.
- Manage our pre-press, oversee our in-house print production and liaise and manage external suppliers.
- Support the design of major electronic presentations and training material.
- Production of relevant advertisements for external media, marketing and advertising.
- Ensure that administrative processes relevant to the role are followed and kept up to date at all times.

ORGANISATIONAL RESPONSIBILITIES

- Help develop new growth and sustainability opportunities through marketing and communications support.
- A genuine commitment to the principles of quality assurance and continuous improvement.

- Adhere to the administrative process of the organization.
- Adhere and respect the values, policies and procedures of the organization.
- Operate within the Delegation & Decision-Making Matrix.
- Perform your duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly.

ORGANISATIONAL VALUES

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:

Values	Behaviours
VIBRANT by being energetic and engaging.	• Seeking opportunities to do better. • Building inclusive relationships. • Learning and growing with our community.
OPENNESS by being welcoming, honest and transparent.	• Open in sharing knowledge and information. • Open to new ideas and ways of working. • Integrity in all we do.
INNOVATION in driving new ideas, opportunities to build a better community.	• Advocating for the community. • Leading change. • Continually improving
COLLABORATION by embracing new ideas, teamwork and partnerships.	• Working as a team. • Delivering valued services for our community. • Respecting differences.
EXCELLENCE through being recognised as leaders in the community.	• Striving to be the best we can. • Quality is a part of everything we do. • Professional performance.

BACKGROUND CHECKS

- Police Criminal History Check – Yes

ORGANISATONAL STANDARDS AND EXPECTATIONS

- Behaviour and Code of Conduct
- Privacy and Confidentiality Agreement
- Organisational policies and procedures

- Decision making and delegation matrix.
- Quality management System, Procedures and Manual.
- Aspire to and support the organisational values and vision.

RELATED DOCUMENTS

- Contract of employment
- Key performance indicators

Approved: 22 February 2016

About 3Bridges Community

We are a new community organisation drawing upon 40 years experience in supporting the communities of South Eastern Sydney. Our organisation was created through the merge of 3 established community organisations in Southern Sydney (Pole Depot Community Centre, Keystone Community Solutions and Menai Community Services).

3Bridges Community aims to increase opportunities for people to work, care and grow in our community. Our service offering includes:

- Early intervention and prevention programs for youth aged 12 to 18 and their families.
- Before and After School and Vacation Care services for school aged children located at 4 sites within schools and a community centre.
- Training services to increase capacity in the sector and community.
- Pathways to employment and social enterprises such as our home building service which helps people stay at home through home modifications.
- Social cohesion programs aimed to reduce isolation and enhance the quality of life for young adults with a disability.
- Positive and Healthy Ageing centres, respite care, carers support, home care for the elderly and people with a disability.

We are a not for profit organisation. Our team consists of 140 staff and almost 300 volunteers. Our organisation is supported through $5.9m in funding from a range of local, state and commonwealth programs as well as, the generous support of our many supporters. We received total income of over $10m per year.

Why more people would like to work with us

As an employer, 3Bridges Community offers a wide range of flexible and "family friendly" working arrangements, aimed at creating an inclusive working environment in which all employees are able to achieve a healthy work/life balance. We also offer a competitive salary packaging program aimed at increasing the take home pay for permanent employees.

What our employees say about us

Our most recent staff culture survey found:

- 88% of our employees are looking forward to continuing to work with us
- 91% believe the quality of our work is high
- 83% agree our working conditions are flexible
- 88% believe there is an open acceptance of cultural difference
- 88% like working with us

Salary packaging

General packaging

3Bridges Community utilises its fringe benefit tax exempt status to provide remuneration packaging for eligible team members (permanent or fixed term employees). The premise of Salary Packaging is simple: reduce an employees' annual tax liabilities so that their disposable income is increased. This includes up to the maximum limit allowable under current fringe benefits tax legislation (currently set at $30,000 grossed up) may be packaged as fringe (non-cash) benefits.

Dining out expenses

In addition, staff can access a Meal Entertainment Card which allows employees to set aside money from each pay to put exclusively towards dining out. This money is transferred to your card before it's subjected to income tax, so it effectively grants you tax free dining. Best of all, this benefit is available over and above the $16,050 Salary Packaging threshold for 3Bridges Community permanent or fixed term employees. You can use your

Meal Entertainment Card to pay at any restaurant, café, hotel, take away outlet with a dine-in facility or for meals provided by a caterer (such as wedding receptions or parties) where Visa is accepted.

Venue hire

3Bridges Community employees are also able to salary package accommodation and venue hire expenses in addition to general salary packaging. Employees can salary package the cost of holiday accommodation. It can be anything from an overnight stay to **accommodation** during a three month European holiday that you can package Tax Free without affecting what you normally Salary Package.

It doesn't matter whether you stay in a caravan, cabin, motel, bed & breakfast or hotel. More details can be found at www.epac.com.au.

Family Friendly Policies

Achieving Balance through Flexible Working Arrangements.

3Bridges Community is committed to providing fair and flexible conditions to staff, understanding that we all need to balance a range of activities and roles in our lives. We offer family friendly policies for individuals that need increased flexibility, through leave and working conditions. These provide a basis for discussion and negotiation when family situations need more flexible work arrangements such as fractional and part-time employment, rostered days office, time in lieu and more.

The following policies and procedures recognise that the provision of flexible work options is linked to enhanced organisational capabilities.

Rostered Days Off (RDO)

As part of *3Bridges Community's* flexible approach to working conditions permanent full time employees have access to rostered days off. Full-time 38 hour a week permanent workers are offered the opportunity to work an eight hour day in order to accumulate one rostered day off per four week cycle.

Time in lieu

By mutual agreement, an employee may be compensated by way of time off instead of payment of overtime (time for time) within three (3) months of it being accrued. This allows employees to attend personal commitments during traditional working hours.

Study Leave

Ongoing education of employees is valued by *3Bridges Community* to support continuous improvement of service provision and career development. Employees can access up to 5 days

per annum for approved training and development programs.

Maternity & parental leave

Our maternity leave provisions allow our employees to access parental leave when a child is born or adopted. Parental leave entitlements include maternity leave, paternity and partner leave, adoption leave, special maternity leave, a safe job and no safe job leave and a right to return to old job.

Variation to traditional office hours

Variation to traditional working hours will depend on the nature of the role and service commitments. An employee may be able to vary start and finish times by negotiating flexible working hours with their Manager.

Working from home

Our Working From Home Policy and procedures provides for casual / adhoc working from home arrangements where work traditionally performed in the work place may be carried out at home.

Part time options

A large percentage of our work force are employed on part time basis. This allows employees to manage their caring or parenting obligations more effectively.

Child Care

3Bridges Community operate both before and after school care as well as, vacation care across 4 sites in the Hurstville area. Staff are able to access these services and bookings (subject to availability) can be made on a full-time or part-time basis.

Employees with disabilities and carer's responsibilities

3Bridges Community is a strong advocate for and supporter of job applicants or employees who have a disability, an illness or responsibility for the care of a family member. We assist employees to fulfil their carer's responsibilities by making reasonable adjustments to their working arrangements.

HOW TO APPLY

Only applications that address the selection criteria will be considered.

When applying for a position, you must :

- *Write about your experience and skills*

  Please write about your experience and skills in each of the areas listed in the 'Selection Criteria'.

- *Provide the names of two referees and their contact phone number*

  A referee is someone who is familiar with your work. If you are selected for an interview, and the interview panel is interested in offering you the position, we will first contact your referees to confirm your skills, abilities and experience.

- *Provide a copy of your resume.*

  If the above information is not provided, you may not be offered an interview, as the Interview Panel will be unable to determine your suitability for the position.

Interview Panel

An Interview Panel comprising up to three (3) members will be established to cull applications (select suitable applicants for interview), write the interview questions, interview applicants and contact referees.

The Interview Panel may consist of the 3Bridges Senior Manager, Line Manager and one other.

3Bridges Community abides by Equal Employment Opportunity principles. Each applicant will be treated fairly and in a non-biased way. Where any member of the Interview Panel knows an applicant, that member must disclose how they know the applicant. If the relationship between the parties is a conflict of interest and will influence the Interview Panel member's ability to provide a fair and non- biased opinion, the Interview Panel member will be replaced as soon as possible.

The Interview Panel has the discretion to interview applicants who may have not clearly addressed all the essential criteria, but have demonstrated potential to fulfil the criteria. This will give the interview panel the opportunity to more fully examine the applicant's credentials.

The Interview Panel will re-advertise the position if there are no applicants who fulfil at least the essential qualifications stipulated in the advertisement.

Culling process for applications

Once applications are received, and after the closing date, the interview panel will cull applications.

All applications will be treated as confidential and only members of the interview panel will view and discuss applications.

In culling applications, the interview panel will progressively exclude those applicants who do not adequately meet the requirements of the advertised position.

Overseas qualifications

Overseas qualifications will be considered and accepted wherever possible and appropriate.

Interview process

If you are selected for an interview, you will be informed, with reasonable notice, of:

- the time of the interview
- the approximate duration of the interview
- the number of people on the panel
- the place of the interview
- any expectations regarding examples of previous work, etc

Interview questions may be made available to interviewees ten (10) minutes prior to the commencement of their respective interview. This decision is at the discretion of the relevant senior manager.

The interview questions will be standard for all interviewees and will be based on the selection criteria and the position description.

Decision-making

The Interview Panel will decide the successful applicant. A member from the Interview Panel will contact the Referees of the successful applicant. The information received will be confidential and shared only with the Interview Panel.

A member of the Interview Panel will contact the successful Applicant. Once the position has been accepted, unsuccessful applicants will be informed of the outcome of their application.