

EURORDIS-Rare Diseases Europe

Job vacancy – Web Technology Manager

Responsible to: Communications Senior Manager

Contract type: Permanent, full-time

Salary: 34 – 40 000 euros per annum + one-month performance-based bonus

Location: EURORDIS Paris

Start date: ASAP

Main scope of the position

EURORDIS multi-language web communications are at the centre of EURORDIS' communications. This position is the main executor of all EURORDIS websites, digital newsletters, video and audio/visual content.

The Web Technology Manager maintains all EURORDIS websites including:

- eurordis.org
- rare-diseases.eu
- openacademy.eurordis.org
- blackpearl.eurordis.org
- donation.eurordis.org
- rarediseasesinternational.org
- rarediseaseday.org
- donation.rarediseaseday.org
- ngocommitteerarediseases.org

The Web Technology Manager (WTM) is part of the Communications Team under the functional supervision of the Communications Senior Manager S/he will work also closely with the Communication Manager and Junior Manager, Rare Disease Day team, Events team, Resource Development team, and the Rare Diseases International team, as well as the wider EURORDIS team based across offices in Paris, Brussels and Barcelona. They also provide general support to the wider team in using digital technology.

The WTM has a central role in stimulating a wider outreach around the cause of rare diseases across EURORDIS' various target audiences of: people living with a rare disease and their families, policy makers, EURORDIS members, funders, researchers and doctors.

Key tasks & responsibilities

S/he is responsible for the maintenance, updates, layout and accessibility of EURORDIS websites.

Key tasks include:

Webmaster

- **Regular website content management.** Centralise management of website technology including creation of new sections, and proactively monitor regular updates to web content and their validation by relevant staff member. Ensure any content has been properly vetted before published
- Work with programme leads, especially the Open Academy, to ensure the site meets our needs and grows to accommodate expanded eLearning content

Job announcement last updated: 6 April 2022

- **Lead website development and maintenance projects.** For new web projects and developments on existing websites – benchmarking, needs assessment, sourcing of appropriate tools, timelines and planning, execution of new sites.
 - Bring a level of professional creativity to the design of web communication to ensure a high standard in, and accessibility of, EURORDIS external web communications.
 - Oversee website budgets and bring creative ways to maximize web activities within given budgets.
 - Manage selection criteria for external suppliers when required
- **Manage external web providers** and outsourcing of technical developments/ maintenance of websites when relevant. Independently supervise urgent situations if hosting/ technical problems occur with websites.
- Whether working independently or through suppliers, ensure websites are updated, patched and secure.
- **Supervise domain procurement, hosting and quality assurance.**

Digital Technology

- **Supervise technical production of eNews/ Member News** - ensuring the newsletter process/ tools work efficiently and train/ supervise intern on technical dissemination of newsletters.
- Record, edit and master videos for quality communication. May be asked to record podcasts as required.
- **Research and train colleagues** on new web and social media tools and write clear guidelines on how to use new web technologies.
- **Analyse** progress of EURORDIS websites and online tools and produce recommendations to improve web communication. Work to ensure/ improve SEO of websites and guide colleagues on how to optimise new content to guarantee best SEO practices.
- **Digital marketing: can assist colleagues to set up and implement paid marketing campaigns when required**
- **Manage picture and video server**, liaising with staff members regarding needs for illustrative print and web activities.

Experience & skills

- Bachelor's degree in web marketing/web communications
- 3-4 years in similar role/ roles.
- Experience working with international and diverse teams
- Understanding of the rare disease landscape highly desired.
- Excellent English, both written and spoken.
- Another European language desired.
- Expert in CMS systems (especially Wordpress is a must and Drupal is desired), HTML/ PHP, social media tools, webinar software, tools to analyse website activity and social media engagement
- Solid technical understanding and experience in the fundamentals of domain procurement and management, hosting providers, code repository management (e.g. GitHub) and cloud computing providers (e.g. Amazon Web Services, Google Cloud).
- Knowledge of SEO techniques required
- Knowledge of and commitment to web accessibility standards (W3C).
- Experienced in using Photoshop for web design

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- Proven experience managing and advancing web projects and the ability to resolve urgent web problems independently
 - Experience with filming and editing for corporate communications
 - Knowledge of InDesign desired
 - Professional experience in social media.
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- Strong organisational skills - the ability to complete detailed tasks independently from start to finish, with a high standard of output and to manage conflicting priorities, and the ability to quickly learn how to use new tools / train other colleagues to use these tools
 - Excellent interpersonal skills - a team player with the ability to be reactive to requests from both the EURORDIS team and outside providers
 - Commitment to our work and compassion for our cause. Interested in developing an understanding of the wide range of EURORDIS activities and issues surrounding rare diseases
 - Experience with learning management systems desired

To apply

Please send your CV and cover letter in English to drsm@eurordis.org

Deadline for applications: 30 April 2022

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