

Call for Services – Webmaster

Terms of Reference

The Terre des Hommes (TDH) International Secretariat is seeking to recruit an external **Webmaster** in charge of the technical maintenance of the [Terre des Hommes International Federation](http://www.terredeshommes.org) website. The Webmaster will liaise closely with the TDH International Secretariat team based in Brussels. Content and editorial management of the website will remain managed internally by the TDH communications team in Brussels.

Start date: As soon as possible

Duration: One-year contract, option to renew based on evaluation. Work on developing a new website for the Terre des Hommes International Federation is expected to begin in the medium term, which the successful applicant will be considered for if interest is expressed in the project.

Responsibilities

- Maintenance of the www.terredeshommes.org website, developed with WordPress;
- Management and update of WordPress platform and related plugins;
- Support with installation of associated WordPress plugins;
- Making technical changes to the website as requested (e.g. creation of new pages, adding/removal of sections from website);
- Responding to technical problems experienced by the website (e.g. website going offline, solving website bugs as they emerge);
- Ensure website security;
- Optimisation of loading speeds and capacity;
- Monitor and analyse site performance (e.g. traffic, conversions).

Requirements

- Proven experience as a Webmaster or Web Developer;
- Knowledge of web analytics and SEO;
- Familiarity with web standards;
- Comprehensive knowledge of WordPress content management system;
- Proficient in HTML/CSS, XML; knowledge of SQL and Javascript is preferred;
- Strong troubleshooting and analytical abilities;
- Excellent communication and teamwork skills;
- Ability to generate creative ideas;
- Attention to detail and outstanding organizational skills.

How to apply

To apply, please submit a concise proposal, including:

- A proposal of what services you would provide TDH over the course of a one-year agreement, including costs;
- A presentation of your company portfolio, expertise and CV;

Please send your application to Paul Creaney at paul.creaney@terredeshommes.org by **23:59 Central European Time on 19 March 2020**. Due to the high number of applicants, only successful submissions for the next stage of the recruitment process will be contacted.