



A Registered Charity Number 1101169
A company limited by guarantee 4544242

Role description **Web Manager, Professional Gardeners' Trust (PGT)**

The Professional Gardeners' Trust (PGT) provides gardeners who could not otherwise afford it with the opportunity to acquire skills and gain qualifications. This enhances their careers and benefits the horticulture profession as a whole.

We are currently seeking a web manager to update and maintain our website as well as managing our social media presence across platforms including Facebook, LinkedIn, Twitter and Instagram.

The role is part-time, home-based and is split into two main parts as follows:

1. Website redesign

This will be a distinct project with a scope, budget and timescale agreed with the Chair & Board of Trustees. We estimate that this project should take no more than five days total.

Responsibilities include:

Redesign and build current PGT website (Wordpress) to specifications agreed with the Chair & Board of Trustees advising on and actioning best practice and functionality

2. Social media and website maintenance

Once the new website is live, you will be expected to manage and maintain it, as well as managing and actioning our social media presence across platforms including Facebook, Twitter, Instagram and LinkedIn.

Responsibilities include:

Create, schedule and manage social media communications for the PGT
Upload images and documents to the website to an agreed timetable
Create and send out newsletters via mailchimp or similar
Maintain clear and accessible records of actions and issues
Update and maintain website in a timely manner
Act as point of contact for domain management, website hosting and associated items

Personal experience required:

Experience designing and building websites with Wordpress, Squarespace or similar
Experience with Hootsuite and/or other social media managing tools
Familiar with MS Office, Wordpress, Google Workspace
Experience working with volunteer-led organisations
Interest in plants, gardens, education
Familiarity with GDPR

Time commitment:

Website redesign project to be scoped separately
Thereafter 20-30 hours per year on website maintenance
2-3 hours per week social media



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Liaising with:

Awards Manager
Secretary
Reports Manager

Reporting to:

Chair

Remuneration:

Website redesign project to be discussed separately. Ongoing social media and maintenance to be paid at £14/hour

To apply

Please send a full cv and covering letter; highlighting your relevant experience, detailing why you would like to work with the PGT, and which qualities make you the best choice for the role.

Your cv and covering letter should be sent to chair@pgtrust.org