



## Terms of Reference

<b>Position:</b>	<b>Hub (Website) Consultant</b>
<b>Responsible to:</b>	<b>Women's Voice and Leadership (WVL) Project Manager</b>
<b>Location:</b>	<b>Abuja</b>
<b>Line Management:</b>	<b>None</b>
<b>Duration:</b>	<b>Long Term (twice a week, for a maximum of 8 days in a month)</b>

### Role purpose

The Consultant will work as an Administrator for the WVL Project Feminist Hub. S/he will oversee the operations of the Hub through generation, publishing and management of content, maintaining hub design, streamlining navigation, and increasing the Hub's online presence especially among Women's Rights Organizations. In addition, the Consultant will be required to carry out routine checks on the website and give informed assessment whenever required.

### SPECIFIC RESPONSIBILITIES

- Work with the WVL Communications Officer to generate Hub Content
- Conduct content audits to eliminate redundant and/or duplicate information
- Manage, monitor and upgrade the Hub/Website
- Respond to and troubleshoot all Hub/Website issues
- Identify and respond to all Hub/Website security breaches.
- Ensure that the Hub/Website is protected by enabling appropriate security measures
- Ensure website quality and efficiency by conducting regular test plans.
- Update HTML, CSS and JavaScript regularly
- Improve the User experience of the website regularly
- Collaborate with AAN's Communications Team and ICT Unit to ensure the Hub aligns with the Project's brand and meets AAN's standards
- Create strategies to grow Hub/Website subscriber base and Web Traffic Metrics
- Facilitate user engagement through effective delivery of Hub Content using Push Notifications
- Keep up-to-date with Industry Best Practice to keep the Hub/Website Relevant
- Provide administrative support within the AAN ICT unit

### Key Relationships

Internal:	All Staff
External:	Partners, Donors & other stakeholders

### Persons Specifications

Attributes/Skills	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• First degree in Computer Science, Information Technology, Systems Engineering or any related Field</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 3 years work experience as a Website Manager</li> <li>• Proficiency in HTML, XHTML, CSS design, cross-browser and cross-platform compatibility, firewalls (functionality and maintenance), Access, MySQL and JavaScript.</li> <li>• Understanding of Search Engine Optimization (SEO) to maximize traffic to the Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Experience managing websites in the Social Development Sector</li> </ul>
<b>Skill Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to troubleshoot user issues in a fast-paced environment.</li> <li>• Excellent content creation and writing Skills</li> <li>• Strong Communications and Interpersonal Skills with fluency in written and spoken English</li> <li>• Strong attention to details with an analytical Mind and Outstanding problem-solving skills.</li> <li>• Excellent time management skills with the ability to Multi-task.</li> <li>• Updated awareness of marketing techniques</li> <li>• Ability to transfer skills through capacity building</li> </ul>	<ul style="list-style-type: none"> <li>• Expert knowledge of Macro-media suite, Adobe suite, Content Management Systems and W3C Web standards</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A person of integrity</li> <li>• Creative and takes initiative.</li> <li>• Ability to work effectively in a diverse team environment</li> <li>• Willing to work additional hours at crucial times.</li> <li>• Self-motivated and able to work without close supervision</li> <li>• Effectively promote AAN's mission, values and objectives</li> </ul>	

Signed by: \_\_\_\_\_

**Hub (Website) Consultant**

Signed by: \_\_\_\_\_

**Project Manager (WVL)**