

# Web Producer

A&C – Web Development

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Hiring Manager: Richard McGavigan

If you'd like to have a confidential conversation about this role,  
please email [richard.mcgavigan@penna.com](mailto:richard.mcgavigan@penna.com)



# ABOUT THE ROLE

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## Brief

- We're Penna, award-winning organisations that helps others to recruit the best people. As specialists, we know how tricky all of this can be. Which is where our Web Development team comes in.  
We're here to make sure that our clients attract the best people and we do this through digital solutions. We're always looking to push boundaries and expand our development offering.
- We're looking for a talented Web Producer to join our team to support our existing projects and play a key role in the team.
- As a Web Producer across the Penna and Stafford Long brands, you'll be responsible for ensuring a wide variety of websites are kept up-to-date and content managed effectively. You'll be exposed to a variety of web technologies and content management systems, across a range of big name commercial and public-sector clients.

## Role Purpose

- Website content updates (WordPress, Umbraco, plus bespoke CMS)
- Find new software/technology platforms
- Website content audits and recommendations for new or existing clients
- Triaging digital support requests and helping to traffic the wider digital team
- Building and deploying new templated websites using our in-house tools
- Basic AdOps tasks such as domain and SSL setup and management and light server tasks
- Get involved in the creative and project process, knowledge share, contribute ideas and solutions when relevant.
- Confidence in taking briefs from internal teams
- Work collaboratively with the wider digital team and the business to share learning and expert advice



# WHAT YOU'LL DO

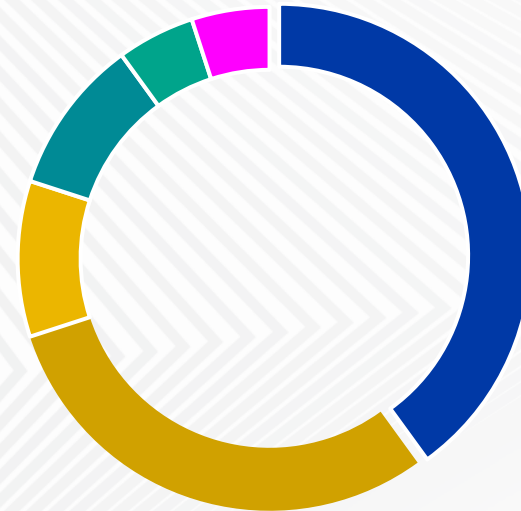
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- Working on live projects. This involves working closely with the team and wider departments including Project Manager, Client Partner and others in the creative team to create and deliver digital solutions e.g. websites. You will also be updating website content and helping to code new ones.

You will be creating new technology based solutions to solve client briefs. You get to test out new software/platforms and recommend how and where they can be used. There will also be the chance to speak with clients and present your solution.

- AdOp tasks. This will include domain, SSL management and setup plus minor server admin tasks
- Organisational skills. This involves helping to traffic and schedule developer time and keeping the wider organisation up to date on bookings
- Knowledge sharing. No process is perfect, we want you to help create and develop our process flows and keep the organisation informed. You will use this time to explore new technologies and software

A typical week might be



- Working on live projects
- Research and proposals
- AdOp tasks
- Organisational skills
- Internal finance process
- Knowledge sharing

# KEY RELATIONSHIPS

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PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Richard McGavigan (Head of Digital)	Direct line manager
Creative, Client Partners, Project Managers, Strategy, Digital	Key internal relationships

# PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

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- Comfortable working with Adobe Creative Suite products
- An understanding of assistive technologies and accessibility guidelines
- Good understanding of HTML and CSS, with an interest in developing further with the help of the wider digital team
- Experience with either Umbraco or WordPress content management systems
- Experience Sketch or Figma is a plus
- Microsoft Word, Excel and Outlook plus extended services such as Power Automate
- Excellent interpersonal skills
- Customer/Client facing
- Problem solving
- Strong attention to detail
- Ability to learn tech concepts quickly and implement them
- High level of attention to detail/accuracy
- Ability to work as part of a team
- Excellent organisational skills
- Ability to manage multiple projects, requests and prioritise
- A “Can-Do” attitude
- Ability to work on own initiative with minimal supervision and guidance
- Supports Penna work ethics and behaviours and actively seeks to understand the wider Penna business

# PENNA'S COMMITMENT

We are a family at Penna and Stafford Long and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

## **Diversity Promise**

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing [people@penna.com](mailto:people@penna.com).

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.



# PENNA BEHAVIOURS

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We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

<b>ACCOUNTABLE</b> Does what they say they will do	<ul style="list-style-type: none"><li>• Builds open, honest and realistic relationships with customers and colleagues</li><li>• Reliable and acts with integrity</li><li>• Determined and passionate about delivery of the best</li><li>• Accountable and inclusive</li></ul>
<b>SUPPORTIVE</b> Creates an environment where people can give of their best	<ul style="list-style-type: none"><li>• Seeks to understand the needs and concerns of others</li><li>• Creates a learning environment</li><li>• Seeks feedback from other in order to learn and develop</li><li>• Inspires others to achieve their goals</li></ul>
<b>COLLABORATIVE</b> Works as part of one team	<ul style="list-style-type: none"><li>• Pulls together to put the customer first</li><li>• Support colleagues without waiting to be asked</li><li>• Helps others succeed and celebrate their success</li><li>• Actively looks to break down barriers and finds ways to work together</li></ul>
<b>INSPIRING</b> Creates new possibilities	<ul style="list-style-type: none"><li>• Comes to work to make a difference, sets high goals and gives 100% personal energy</li><li>• Believes in what we do and demonstrates this through actions</li><li>• Regularly challenges thinking and is open to new ideas and ways of working</li><li>• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions</li></ul>