

Senior Website Administrator

Group Marketing

UK, Home based

About the role

At Idox we build software solutions for customers in government and commercial enterprises, in the UK and worldwide. We employ more than 500 talented people and we're registered on the London Stock Exchange. With ambitious plans for the future, we're taking marketing very seriously and have a growing team.

We're now looking for a talented individual to take charge of our website and associated digital marketing responsibilities. The role is for a permanent position and can be based anywhere in the UK, requiring travel for team meetings in Glasgow, Theale, Manchester or Hillsborough (NI). This role is an important one within our team of 15 people. Importantly, hope to hire someone who can contribute the whole digital strategy in future.

Reporting to the Head of Digital Marketing, the **Senior Website Administrator** will be managing the Idox Group's outward facing websites and controlling all new developments such as new content inclusion, page construction of new pages and development of new campaigns. Additionally, they will manage our website analytics and data analysis to drive SEO performance.

Key Responsibilities

- Manage the complete portfolio of websites and domains under the Idox Group remit
- Take responsibility for the development, maintenance, deployment and functionality of the group websites and web servers
- Build webpage templates in HTML, CSS and JavaScript and administer CMS set-up
- Work with design concepts to develop webpages that are user-friendly, engaging and optimised whilst remaining true to the Idox brand and digital strategy
- To manage, report and analyse website data to make recommendations for change to drive website performance
- Ensure all digital marketing tools utilised via the website integrate seamlessly on a technical level
- To manage and drive forward Search Engine Optimisation (SEO) across all central marketing Idox group websites
- Contribute to the creation and execution of campaign test plans
- Contribute to the migration of content from across Idox to the new website
- Build new landing pages and landing page templates in Pardot
- Effectively brief, liaise and collaborate with agency partners on key projects and initiatives
- To ensure compliance with GDPR regulations and guidelines
- Adherence to Idox Information Security & Management System policies.

To be successful, you'll need to bring:

- 5 years+ experience in a similar role
- Demonstrable ability to convert campaign concepts into engaging and optimised landing pages
- Fluent use of Wordpress CMS and experience with Google Analytics and entire Google Search Console suite
- Hands-on experience with marketing automation systems
- A desire to contribute to the whole marketing team, on the development of all that we do
- Skills as a team player – taking responsibility for your own work and the success of the whole team
- Strong time management
- Excellent organisation skills and attention to detail.

Additional desirable qualities:

- Experience with Pardot marketing automation tool, very welcome
- Understanding of a B2B Marketing environment
- Digital marketing experience.

About Idox:

Our specialist software solutions power the performance of government and industry, driving productivity and a better experience for everyone. Built around the user and designed in collaboration with experts who have worked through every detail of every process from end-to-end, our hard-working process engines deliver exceptional functionality and embed workflows that drive efficiency and best practice with a long-term focus for regulated environments.

Through the automation of tasks, the simplification of complex operations, finding scalability as operations evolve, and more effective management of information, we help our customers harness the power of digital, so they can do more.

We employ around 500 staff in the UK and worldwide, including, Europe, North America and Asia, so some travel to meet colleagues may be required.

Our Values



Dynamism
We shape our future



Responsibility
We are accountable for our actions



Integrity
We do the right thing



Valued
We value each other



Excellence
We set the benchmark for quality

DRIVE

The core values taking us forward

Along with our core values, we are proud to be an equal opportunities employer. We adopt and encourage diversity through an open and inclusive culture that values and respects all our employees, customers and communities in which we live, work and are a part of.

Our Benefits



Flexible Working

We recognise you have a life outside of work, and we encourage flexible working to enable you to balance your work and family commitments.



Health & Wellbeing

We recognise you have a life outside of work, and we encourage flexible working to enable you to balance your work and family commitments.



Family Friendly

We understand how important family is to our employees and provide support through difficult times such as bereavement as well as offering excellent pay and leave benefits for parents and carers welcoming a child.



Be Heard

You will have the chance to impact change within Idox by having your voice heard via our CEO live broadcasts; making suggestions to Idox Voice forum or sharing your ideas in our company newsletter, Inside Idox.



Community

You will have the opportunity to participate in community and social activities, as well as group wide fundraising ventures. We prioritise sustainability and ethical impact on our communities and we pledge to allow our employees to carry out volunteer work.



Your Development

Our mentor scheme will help you to achieve personal and professional growth through learning from experiences colleagues and you will also have access to online and face to face learning modules including our leadership development programme.



Financial Security

We offer full company sick pay plus income protection for long term illness and our life assurance cover is provided up to four times annual salary. Our pension scheme operates on a Salary Exchange Contribution Basis so you receive relief from NI contributions. You are also invited to join our Idox Xtra Share Scheme where every share bought will receive an extra one free from the company.

How to apply:

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to join.us@idoxgroup.com.

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions.

Privacy notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read our Recruitment Data Privacy Policy here: <https://www.idoxgroup.com/policies>