



Job title: Essex Map Coordinator

Reporting to: Essex Alliance/Map Coordinator

Location: Home based / various locations around West Essex

Hours: 8 hours per week

Salary: £14.26 per hour

The organisation:

The purpose of the **Essex VCSE Alliance** is to;

Take actions that will strengthen and maximise the effectiveness of VCSE partners across Essex.

Improving outcomes for the residents of greater Essex. Both the Essex Alliance and Map is fully funded by Essex County Council which enables us to continue to support the community of Essex.

The purpose of the job:

The Essex Map is an online directory which gives the community of Essex information on their local VCFSE organisations, services, support groups and activities which they can access for a multitude of reasons and needs.

As the Essex Map facilitates support for the whole county we would like this tool to work to the best of its ability. To increase the number of users, improve the user experience and make it the “go to” tool for VCSFE organisations to use daily to support their community.

Key tasks areas and responsibilities:

Main duties:

- To update the Essex Map weekly with listing and claims requests.
- To keep the information on the Essex Map as up to date as possible.

- Liaise with any organisations who need support with updating, amending or removing their listings.
- To work closely with the website developer to improve the Essex Map.
- To share new Essex Map listings on the branded social media platforms.
- To feedback to the Essex Alliance/Map Coordinator on new Essex Map developments.
- Create a monthly stats report on users and views of the website.
- Obtain market research on other asset maps within the Essex area.

Role:

- Coordinate the development and improvement of the Essex Map.
- Improve the user experience of the Essex Map.
- Work alongside the Essex Map administrator.
- Supporting the Essex Alliance Coordinator to develop a stats report for the Steering Group.
- Promote the use of the Essex Map with VCFSE organisations both in person and online.
- Explaining to the community of Essex what the benefits of using the Essex Map are.

General:

- Be a positive and proactive spokesperson for the Essex Map, encouraging the Essex community as well as organisations to use the online directory.
- As the Essex Map Coordinator you will be expected to have a technical mind and are familiar with using a Wordpress website as well as social media platforms.
- You will need to have good communication skills and be able to brief our website team on any updates.