



## **Web Manager**

**Location:** Windsor (SL4)

**Salary:** £40,000 – £45,000 per annum

**Contract:** Permanent

## **About Round Square**

Round Square is an international community of 260+ schools in 50 countries that connect and collaborate on character education around six themes – International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service. We promote experiential learning, and a values-led approach, as powerful tools in shaping students' capacity to make a positive difference in the world as globally-minded, courageous and compassionate leaders.

This is an exciting time to join our team, as we grow to meet rising demand for our programmes from across our global network.

## **The Role**

International education charity, Round Square, is looking for a proactive and detail-oriented Web Wizard, with strong technical and creative skills, to oversee our online presence and digital platforms.

As Web Manager you will take the lead on Round Square's websites, working with an external agency, and the roll-out and maintenance of our new App for Round Square schools. You will oversee, and work on, the design, structure, content, and functionality of Round Square's online platforms, to keep them engaging, user-friendly, secure, and continuously optimised. From time to time you will also create temporary microsites for key events or initiatives, such as The Round Square International Conference, and Service Projects.

We will also ask you to maintain plugins, track website performance through Google Analytics, and keep a watch on data compliance and security across platforms. Whilst the main focus is web management, you will also be our resident IT expert, and a source of guidance and support to the team in this area.

Reporting to the Marketing Director, and working within a small, friendly team, based in Round Square's Worldwide Office in Windsor, UK, the successful applicant will be an organised, capable and competent self-starter, with a passion for education and an ambition to make a positive difference in the world.

## Key Responsibilities

- **Website & Digital Platform Management**
  - Manage, update, and optimise Round Square websites using WordPress.
  - Design and create new web pages and content (copy, images, multimedia).
  - Create and manage **sub-websites for key events** (e.g. Round Square International Conference).
  - Manage the Round Square app.
  - Maintain, update, and troubleshoot plugins and integrations.
  - Ensure website and app uptime, security, and GDPR compliance.
  - Implement SEO best practices to drive engagement and visibility.
- **Analytics & Reporting**
  - Implement and monitor Google Analytics, producing regular reports on traffic, engagement, and performance.
  - Track and analyse user behaviour to inform improvements and content strategy.
- **Content & Communications**
  - Work with colleagues to develop and publish engaging web content.
  - Manage integrations with Mailchimp and other digital communication platforms.
  - Support digital campaigns and newsletters.
- **Systems & IT Support (Secondary Scope)**
  - Provide first-line IT support to the team when needed.
  - Manage Microsoft 365, Zoom, and related collaboration tools.
  - Support the Podio CRM platform and assist with data reporting and analysis.

## Essential Skills & Experience

- Strong hands-on experience with **WordPress** website management (CMS, plugins, domains, SEO).
- Experience creating, publishing, and managing engaging digital content.
- Knowledge of **app management** (launch, updates, content integration, and user support).
- Good knowledge of **Google Analytics** (GA4) and website/app performance reporting.
- Understanding of web/app security, GDPR, and data protection best practices.
- Strong troubleshooting, problem-solving, and communication skills.
- Ability to work independently, manage multiple tasks, and meet deadlines

## Desirable Skills & Experience

- Familiarity with **BuddyBoss** (WordPress plugin for communities).
- Experience using **Mailchimp** for email campaigns.
- Experience creating event-specific microsites or sub-websites.
- Understanding of CRM/database systems (ideally Podio).
- Basic design skills (Canva, Photoshop, or similar).

## What We Offer

- A collaborative and friendly small-team environment.
- Opportunity to shape and develop Round Square's digital presence.
- Scope to learn, grow, and take ownership of digital projects.
- A relaxed working environment with flexibility of core hours
- Discretionary working from home one day per week (negotiable)
- 30 days' paid annual leave plus public holidays
- Pension scheme with employer contribution

## Application Process

To apply, please send us your CV with a covering letter included on the first page. The letter should broadly highlight how your skills and experience match the requirements of the role as outlined above. Applications without the letter will not be considered. Please submit via the link below to Jason Harrison-Miles, Round Square's Marketing Director, by Friday 24th October 2025.

First round interviews will be held on Thursday 6th November in Windsor.