

Post	Web and Application Developer
Responsible to	Head of ICT
Team	ICT Team
Group	Finance and Corporate Services
Proposed grade	F
Contract	Permanent
Hours	Full time, 35 hrs a week

The organisation you'll be joining

Welcome to Church Mission Society, where we are passionate about God's mission and eager to see more and more people become followers of Jesus. For 225 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed across the globe. Often in ways we could not have anticipated.

Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, today CMS supports hundreds of people and partners in mission working together across Africa, Asia, Latin America, Europe and the Middle East. We also train UK Christians for creative, ground-breaking mission in Britain.

From empowering marginalised people to reach their God-given potential, to equipping and encouraging people whose faith in Jesus puts them in a minority, to discovering creative ways to share the love of Jesus among people unconnected to church, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

In recent years, we've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. Those joining the CMS global mission community today will find a diverse group of people that have been reinvigorated with a fresh vision to join together to make disciples of Jesus among people at the edges, both in the UK and around the world.

Jesus spent much of his time with people at the edges, and that's where we want to be too.

Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.



Our culture

CMS works hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

To see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

Working in a busy, professional and customer service focused environment, the post holder is part of the ICT team but works closely with many staff across the organisation. The CMS ICT systems are based on industry standard technology; most workstations are laptop PCs running Windows 11 although a number of Apple Mac PCs and thin clients are also networked. The office, email and database applications are provided either on standard cloud applications (email, HR, payroll, finance and CRM) or on-premise on virtualised Microsoft Windows Servers or turnkey Linux servers. (mission HR, library, grant monitoring, blog platform etc). These are available both to local users and, via secure VPN internet connections, remote users working in the UK and internationally.

The ICT team has a strong culture of providing tools for staff to do their job well and to optimise business processes. As part of this, the team provides or writes interface software to move data between systems, to consolidate data for reporting and to manage and hold data where no commercial application is suitable.

The ICT team has a close liaison with the fundraising and communications group to develop and maintain the CMS web presence on the internet.

Your relationships

The post holder will be responsible to the head of ICT. It is vital that you maintain close working relationships with other managers so that their business processes and challenges are understood, and so that applications can be developed to support them. Liaising closely with end users, you will develop the strategy for internal applications which hold data outside the main commercial applications, move data between them and provide reports and other additional functionality as required. Alongside this, you will develop browser-based applications in order to deliver these solutions.



There will be a need to work especially closely with the digital engagement lead who is based in the CMS fundraising and communications group, and to take a lead role in maintaining and developing the 'back end' of all CMS web services. Together with colleagues in that team and other external contractors, you will help to provide an effective online presence in line with the agreed web strategy.

Your responsibilities (the order indicates weight and importance)

Application development (70 per cent)

1. In conjunction with process owners and the head of ICT, develop the strategy for internal applications within CMS, analyse the future features needed and continue to design and develop the future systems architecture and software platforms to deliver the required applications. This process will include the incorporation of the Application Program Interfaces (APIs) available in the commercial systems and services to add functionality and deliver added value and efficiency to business processes. It will also involve exploiting the reporting tools with these cloud platforms.
2. Build and maintain applications for local and remote users using appropriate database and web technologies in order to deliver the strategy. The current preferred platforms for this are PHP web pages under Apache and, for legacy applications, a mixture of Asp or Asp.Net web pages running under IIS, both front ends working with MySQL/MariaDB databases. Future application development is expected to continue to use PHP/MySQL/MariaDB with Windows or Linux servers but will also use the APIs and other services associated with the cloud platforms. This will include developing integrations between Microsoft 365 applications using Graph API, Power Automate and related tools.
3. Develop the scope and purpose of integrating existing database application data and the means of making it available to local and remote users. Most of the commercial applications use MS SQL database technology, in-house applications use MySQL/ MariaDB, and reporting uses a variety of tools including Crystal Reports. We expect this to migrate to other more modern tools.
4. Provide technical database support for our Access Charity CRM database. This also involves ongoing development of systems integrated with Access Charity CRM, including internal apps and our main website, and providing data extracts as possible from the cloud database.

Web development (20 per cent)

5. Give technical support to the digital and direct marketing (DDM) team through the development of the public website, which is currently delivered by internal resources. (May involve external providers in future).
6. Develop and code web systems as per design specifications from the digital engagement lead in the DDM team, and, in particular to support the integration



of the website with the donation process.

7. Maintain and develop WordPress blog sites used as internal communications platforms within CMS.

General (10 per cent)

8. Undergo recommended training and engage in online research to keep up to date with prevailing database and web technologies.
9. Provide technical support and end-user training for the promotion of web use among CMS employees.
10. Provide other end-user ICT support as needed, particularly if other team members are on leave.

Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
 - Hold and maintain a good understanding of the Code of Fundraising Practice and how it pertains to your role.
- Carry out any additional duties commensurate with the role as required by your line manager.



Person specification

Web and Application Developer

	Essential	Desirable
Qualifications	Formal training in the use of database and web technology tools or equivalent demonstrable experience – see below	- Degree level in a technical subject - Software or Industry qualifications in relevant areas
Experience	- Experience in web technology and in the development of secure web-based database systems using PHP – together with MSSQL Server / MySQL / MariaDB databases - preferably two years' experience gained in a work/commercial environment - Recent experience of managing and developing websites using WordPress	- Experience of secure application development using current remote access technology - Website development using any other technologies - Experience working with Classic ASP and/or ASP.NET - Experience of the charity sector
Skills and abilities NOTE: It is not expected that the post-holder will initially be fluent in all these languages or technologies. It is more important that she or he has demonstrable	At least one skill in each of the following four areas: - Technical competence in web technologies: HTML, CSS, JavaScript - Technical competence in database technologies: MS SQL and MySQL/ MariaDB - Technical competence in WordPress or similar website frameworks - Ability to write and edit code in: PHP, Classic ASP Plus	- Additional language skills in ASP.net, HTML5, CSS3 - Ability to use libraries and frameworks to speed development e.g., Tailwind CSS and/or JavaScript tools - Ability to use APIs and cloud services to extract and manipulate data - Ability to manage projects using git, Kanban and other tools - Competence in application development on mobile platforms –iOS/Android



ability to pick up the technologies required.	• Ability to write documentation and user guides for internal systems • Able to analyse, interpret and explain ICT issues effectively • Attention to detail • Logical approach • Ability to learn new languages frameworks and software tools.	• Database administration skills • Ability to liaise with external suppliers and represent CMS
Knowledge and understanding	• Understanding of current web application development technologies and tools	• Understanding of how AI can add value to software development
Disposition	• Customer orientated • Approachable • Team worker • Willing to learn • Patient, calm approach	
Other	• Committed to the aim and values of CMS	• Safeguarding checks



Terms and conditions

Web and Application Developer

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade F of the CMS salary scales; starting at £34,880 per year with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the minimum three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is currently an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate. Under the CMS hybrid working policy, you may work from home for up to forty percent of your contracted time per week but we reserve the right to require you to work full-time in the office if necessary.
6. **Holiday entitlement:** Annual leave is 28 days of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.