

Web Co-ordinator

Fluency in Welsh is essential for this role.

Why join S4C?

At S4C, we are passionate about creating a positive, energetic and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

You'll be part of a team that's shaping the future of Welsh-language media and delivering digital experiences that reach audiences across Wales and beyond. As Web Co-ordinator, you'll have the chance to make a real impact - from building engaging online content to helping shape how our audiences interact with S4C's platforms. You'll work alongside creative designers and developers, gaining hands-on experience. We'll support your growth with training and development opportunities, while giving you the flexibility to thrive in a collaborative, modern workplace. If you're passionate about digital media, excited by user experience, and proud of Welsh culture, this is your chance to join a unique organisation where your work matters.

Job Overview

This is an exciting opportunity for someone who is passionate about digital media, content, who wants to contribute to the promotion of the Welsh language and culture in a fast-moving media environment.

As Web Co-ordinator, you will be responsible for maintaining and developing content across the S4C website and associated digital products. You will create, edit, and update pages, support production companies with their web and app content, and act as a key point of contact for colleagues and partners. Working closely with our UI Designer and Front-End Developer, you will help build new components for our design system and ensure consistency across our platforms.

Key responsibilities:

- Responsible for creating, editing, archiving and deleting pages, sub-sites and sections of the S4C website.
- Supporting the production sector with their websites, webpages and apps for S4C when needed.
- Collaborating with teams across S4C on digital campaigns and S4C's digital Products.
- Point of contact for the website for staff across S4C, the production sector and 3rd party.
- Creation of new pages, sub-sites and sections of the S4C website.
- Working closely with the UI Designer and Front-End Developer to create new components for the S4C design system.
- Support the Product Development team in gathering user feedback through surveys, polls, or usability testing sessions.

- Monitor basic usability metrics (e.g. bounce rate, time on page, navigation paths) using analytics tools and flag potential issues for further investigation.
- Creating and translating copy for the Product Development Team for use throughout S4C digital Products.
- Help ensure consistency of user experience across S4C digital platforms by applying agreed design system components and accessibility standards.
- Helping with user research and user experience.
- Liaising with teams across S4C to ensure content is up to date.
- Talking to stakeholders across the org to help shape digital platforms e.g. workshops for new features.
- Help with training of staff and 3rd parties for use of S4C digital Products.
- Champion accessibility and inclusivity by checking new content and pages against accessibility guidelines and best practice.

You will also:

- Be aware of S4C's strategy, and ensure that you take personal responsibility for complying with all our policies and procedures as required, including working within guidelines on health and safety, diversity and inclusion, data protection, financial procedures, etc.
- Contribute positively to the culture and delivery of S4C's strategy.
- Contribute to and support the use of Welsh in the workplace.
- Work with your line manager and be proactive in managing and developing your own performance.
- Ensure you work in a positive, collaborative, cross-organisational way that develops excellent services for our viewers across all platforms and ensures a positive, energetic and inclusive work environment where everyone is treated with respect.

What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Flexible working environment from one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to enhance skills and promote careers. This includes access to qualifications, internal training, and ongoing professional development programmes.
- Access to unique opportunities in the media sector, including attendance at events, programme previews, panel discussions and internal updates.
- Staff have a unique opportunity to contribute to the promotion and preservation of the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with a 10% contribution from S4C.

- 26 days of annual leave, increasing gradually to 32 days after 9 years.

Person specification

Attribute	Essential	Desirable
Experience	<p>Experience of using Content Management Systems (CMS).</p> <p>Experience of writing copy for websites and/or digital products.</p> <p>Experience of digital marketing and creating websites.</p> <p>Understanding of web analytics through using tools like Google Analytics.</p> <p>Efficient in Adobe Creative Cloud tools such as Photoshop and Illustrator.</p> <p>High level of skills on Microsoft 365 and Google products.</p>	<p>Familiarity with user research methods (e.g. surveys, interviews, usability testing).</p> <p>A basic understanding of legal requirements and compliance.</p> <p>Experience of app stores and developer tools.</p> <p>An awareness of the AI landscape and developments in the field.</p>
Skills and Knowledge	<p>Excellent communication skills.</p> <p>Strong Welsh language skills, written and spoken in both Welsh and English, and the ability to respond to a variety of user enquiries. (Support is available for developing writing and language skills).</p> <p>Flexibility and the ability to manage several projects at the same time.</p> <p>A keen interest in digital media, product development and AI.</p> <p>Eye for design.</p> <p>Strong interest in the technology and media space.</p> <p>Strong interpersonal skills.</p> <p>Planning skills.</p> <p>Excellent attention to detail and accuracy.</p> <p>Excellent organisational skills, including the ability to prioritise various workloads with competing deadlines.</p>	<p>Awareness of web accessibility standards (WCAG) and ability to apply them in content and design.</p>
Personal Characteristics	<p>Understanding of and commitment to S4C's Diversity and Inclusion Strategy and policy.</p>	

	<p>Keen interest in S4C/Welsh culture.</p> <p>Eagerness to learn.</p> <p>Problem solver.</p> <p>High level of personal integrity, demonstrated through behaviour.</p> <p>Demonstrating values and behaviours that align with S4C's values.</p> <p>Willingness to work flexibly.</p>	
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Further Details

Location: Carmarthen / Cardiff / Caernarfon (minimum of 2 days in the office)

Salary: £28,200 per annum.

Contract: Permanent

Probation Period: 6 months

Working Hours: 35.75 hours per week.

Holidays: In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).

Pension: Paid staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You will be expected to contribute 5%.

Applications

Applications should be sent by **9.00 on Thursday 2 October 2025** to Pobl@s4c.cymru or People and Culture Department, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

CV's will not be accepted.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

During the interview, the use of AI or recording tools is not permitted unless agreed in advance for accessibility reasons. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunity and Diversity

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.

Welsh Language Skills

Welsh language skills are essential for this role. We are proud to be a Welsh-language broadcaster and we expect all team members to value and respect the language and culture. We support and encourage Welsh learning in the workplace, and we are looking for someone who is open to developing their understanding and appreciation of the language as part of their journey with us. Applications submitted in Welsh will not be treated less favourably than applications submitted in English.