



FREELANCE OPPORTUNITY

Make a Difference GM · Stockport

JOB DESCRIPTION

Website & Digital Technical Lead

Heaton Norris Park 150th Anniversary Project

CONTRACT

Freelance

START DATE

September 2026

DURATION

13 months

FEE

**£15/hr · 10
hrs/wk**

PURPOSE OF THE ROLE

To design, build and maintain the Heaton Norris Park 150th Anniversary website, ensuring it meets Heritage Lottery Fund digital standards. The role includes managing digital archiving, uploading media, ensuring accessibility, and supporting community-led digital storytelling.

KEY RESPONSIBILITIES

- ◆ Build and maintain a dedicated project website.
- ◆ Create accessible pages for events, heritage stories, exhibitions and digital archives.
- ◆ Upload and organise photographs, videos, audio and documents with correct metadata.
- ◆ Ensure all digital outputs meet HLF requirements (CC BY 4.0 licence, open access for 5 years).
- ◆ Manage long-term digital storage and archiving plans.
- ◆ Support attendance at events to collect images and stories from local residents and professionals.
- ◆ Ensure safeguarding compliance for all digital media involving children or vulnerable adults.

ESSENTIAL SKILLS

- ◆ Experience building accessible websites (WordPress, Wix, Squarespace or custom).
- ◆ Strong digital archiving and metadata skills.
- ◆ Understanding of Creative Commons licensing and HLF digital standards.

DELIVERED IN PARTNERSHIP WITH



contact Nadia Ali at nadia@makeadifferencegm.org

Stockport, Greater Manchester