

Connecting People



Eastbourne & District
Chamber of Commerce Ltd.

January 2012

Activating Eastbourne Website



On behalf of Activating Eastbourne, the Eastbourne & District Chamber of Commerce Ltd is looking to source a web designer to design and build and source the hosting and domain name for a community website. The value to spend is £1,700 inc vat.

Background

As a key member of Activating Eastbourne, The Eastbourne & District Chamber of Commerce Ltd bid and received funding from the Big Lottery Fund to build and promote a website signposting directory for job seekers and businesses in Eastbourne to:

- Help local people access the support they need in finding paid and non-paid work; and
- Advise employers on what support and schemes are available to help them train employees, engage in work related learning activities and to recruit volunteers and unemployed people.

Requirements and Specifications

- Domain name and hosting - activatingeastbourne.org.uk
- Email address - *****@activatingeastbourne.org.uk
- Build website based on structure provided
- Content Management System to allow administrators to update the website. Basic training required from successful bidder
- Private area for a larger number of administrators to update the website via the front of the website
- Able to add videos for users to play
- Download and print functions for users
- Guest forum
- Calendar
- Contact forms
- Visuals to be discussed and open to creativity
- Client to hold copyright of the website
- Meet the World Wide Web Consortium's Web Content Accessibility Guidelines

Selection Criteria

- Previous experience and examples which relate to requirements and specifications
- Ability to meet all the requirements and specifications
- Understanding of the needs of the audiences
- Demonstration of understanding of equality and diversity in the workplace
- Value for money
- Able to complete in March 2012

Timeframes

The deadline to submit your expression of interest is 5pm on Friday 27th January. Please submit under the heading "Activating Eastbourne Website" - Expression of Interest to

info@eastbournechamber.co.uk

Upon receipt of your EOI a copy of the website structure will be sent to you.

One hour interviews will take place on Thursday 2nd February 2012 with a decision to be made on Friday 3rd February 2012.

The Big Lottery Fund distributes half of the National Lottery good cause funding across the UK. The Fund aims to enable others to make real improvements to communities and the lives of people most in need.

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