



Chief Operating Officer

Application Pack

Closing date:	Wednesday 17th July 2019 at midday
Interview date:	Wednesday 24th July 2019
Interview location:	Central London TBC

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1. Job Description

The Chief Operating Officer (COO) provides senior strategic leadership for the operations of the organisation and is a member of Momentum's Senior Leadership Team. They will work closely with Momentum's governing body, the National Coordinating Group (NCG).

The post-holder will have direct responsibility for leading a team in delivering Momentum's operational commitments. The COO will be responsible for managing Momentum's budget, leading on financial planning and reporting and ensuring the organisation meets its fundraising targets. Acting as a key contact point for Momentum's legal and HR experts and other external partners, the COO will ensure the organisation is fully legally compliant and always operates as a good employer.

Staff Management Responsibility	Operations team, including staff responsible for: Finance, Fundraising, Administration, Governance and Digital Infrastructure
Other Management / Coordination	National Coordinating Group, Resources Group & Officers Group, Disputes Panel
Financial Management Responsibility	Overall responsibility for Momentum's accounts, budgeting systems and compliance
Location	London or Greater Manchester
Salary	£30,500 - £34,500 (£34,000 - £38,000 inc London weighting)
Job Purpose	To provide strategic operational direction so that Momentum continues to grow into a vibrant, dynamic and effective organisation. To ensure the smooth functioning of all of Momentum's financial, administrative, data, digital infrastructure, legal, regulatory and human resources systems.

Duties and Responsibilities	
	<ul style="list-style-type: none"> • Lead and manage the operations and internal organisational infrastructure including: legal, regulation, financial, operations, digital infrastructure and HR systems. • Provide strategic insight and feasibility assessments of future projects. • Oversee and ensure all internally agreed projects and operationally based activities are delivered to budget and on time. • Be the primary point of contact for internal staff trade union representatives and disputes.

- Working with Momentum's external financial contractors and the Finance officer, lead on the organisation's financial reporting and budgets, and the process for the appointment of auditors. Ensure the correct accounting practices are followed and all relevant financial management information is produced in a timely and accurate manner. Ensure that projects are delivered on time and within budget and that all managers have the necessary tools for financial management and control.
- Be the main point of contact for relevant external contractors and consultants, including:
 - Legal counsel
 - Accountant
 - HR consultant
 - Relevant external contractors
- Lead on governance and data management systems with oversight of GDPR Compliance to ensure Momentum remains legally and regulatory compliant.
- Work with legal advisors and NCG to ensure all registrations and issues related to company structures are dealt with.
- Ensure that Electoral Commission Compliance and general election strategies are in place before and election, and that these systems are adhered to during an election.
- Be the primary point of contact for internal staff trade union representatives and disputes.
- Ensure completion of staff handbook and comprehensive HR policies.
- Oversee and manage existing HR systems and establish and implement effective HR policies, in accordance with policy.
- Ensure that systems are in place for benchmarking salaries and regular reviews of salaries to take into account inflation.
- Leading a team of digital infrastructure staff to ensure that a strategy is in place to meet digital infrastructure needs across the organisation.
- Ensure that good practice is upheld for the line management and support of all staff and volunteers across the organisation.
- Ensuring that systems are upheld for operational planning and evaluation.
- Attend and service NCG and NCG subgroup meetings, as and when requested.
- Oversee that systems are in place for internal elections to the NCG and ensure systems are in place for NCG members to effectively carry out their duties.
- Provide input to the strategic direction of the organisation including working with partners and groups.
- Act as the main secretariat for the Resources sub-group of the NCG.
- Lead a staff team in delivering a streamlined disputes process for our members, alongside convening and overseeing the monthly dispute resolution panels.
- To ensure that a second Momentum office based outside of London is established and becomes a productive place of work for staff and volunteers.
- To fulfill other tasks as agreed with the NCG.
- To be a director and the company secretary of the service company, Momentum Campaign (Services) Ltd.

2. Person Specification

Essential
<ul style="list-style-type: none">● A highly motivated individual, who is committed to Momentum's objectives of changing society through the transformation of the Labour Party into a members-led party capable of winning elections and implementing socialist policies.● Proven management experience and evidence of building and leading teams.● Experience of managing organisational budgets and fundraising.● Track record of working to tight deadlines and managing multiple, competing priorities.● Evidence of excellent strategic planning and innovation, and of analytical and problem-solving skills.● Knowledge and understanding of the HR, legal and financial needs of an organisation of Momentum's size and nature and the ability to liaise and manage effectively the organisation's consultants and advisors to ensure we meet those needs.● Ability to implement and manage organisation wide policy changes.● Ability to effectively project manage multiple cross-organisation projects, working effectively with stakeholders and staff across Momentum.● Ability to strategise, prioritise and motivate others, and to provide leadership across the organisation in meeting targets and completing projects.● Ability to communicate and report back clearly and effectively on the operational work of Momentum to its democratically elected representatives.● Strong IT skills.● Experience of and commitment to the Labour movement.
Desirable
<ul style="list-style-type: none">● Experience of working in organisations of a political nature, and an understanding of the Labour Party and Momentum.● Senior management experience and the ability to run a small organisation or operation.● Experience of managing organisational change.● An understanding of the digital infrastructure needs of a membership or campaigning organisation similar to Momentum, and an understanding of digital campaigning techniques.

- Legal and/or financial management experience in an organisation of a similar size.
- An understanding of electoral spending regulations.
- Experience of interacting with or reporting to Trustees, Boards or other strategic leadership structures.

3. Background

a. History

Momentum evolved out of Jeremy Corbyn's 2015 Labour leadership bid to build on the energy and enthusiasm generated by the campaign. Momentum has since grown into a network of 150 local groups and more than 40,000 members. It formed the backbone of Jeremy Corbyn's second leadership campaign in 2016 and played a significant role in Labour's historic general election come back in 2017. Momentum has organised numerous national campaigns, including its current campaign calling for Barclays to stop funding the fossil fuel industry, and local groups and members have organised countless local initiatives, including political education events, reading groups, strike solidarity actions and foodbank collections.

Momentum started with a very small staff team of three people for its first year and was heavily reliant on volunteers. Following the 2016 leadership campaign, additional staff were employed. Momentum has gradually transitioned to a more permanent staff structure, becoming a more sustainable organisation with more robust governance. The recruitment of a Chief Operating Officer is intended to mark the next phase of Momentum's development into a growing, impactful organisation with long term ambitions.

b. Who we are and what we do

With over 40,000 members and 150 activist groups, Momentum is a people-powered, vibrant movement. We aim to transform the Labour Party, our communities and Britain in the interests of the many, not the few. Momentum's overarching objectives include:

- Electing a transformative Labour government at every level.

- Transforming Labour into a socialist party, led by its members and affiliated trade unionists.
- Strengthening wider movements for social, economic and racial justice.
- Training activists and building new leadership at all levels of the party.

Sustainability and growth are key priorities for the organisation so that we can achieve our goals of transforming society.

We are guided by the policies laid out in Jeremy's 2015 and 2016 leadership campaigns, and are organising to build support for transformative, socialist policies in the Party and in our communities. We support and encourage people to become more active in the Party and organise events and activities to make politics more accessible to more people. We are determined to ensure that the wide and diverse membership of Labour is heard at every level of the Labour Party.

c. Links to more information

- Momentum's website can be viewed [here](#).
- Momentum's social media accounts can be viewed here:
 - [Facebook](#)
 - [Twitter](#)
 - [Instagram](#)
- Momentum's constitution can be viewed [here](#).

4. Organisational structure

The COO along with the National Coordinator will, following a consultation process still underway, constitute the senior leadership team of a restructured staff. The senior leadership team will work closely with the governing body. Momentum is organised into teams, who work closely together to achieve Momentum's objectives. These include: Operations which will report to the COO, as well as Organising and Communications which will report directly to the National Coordinator. We are currently consulting staff about a restructuring of the staff teams.

5. How to apply

To apply for this role, please complete this application form [here](#). Momentum is committed to equal opportunities and diversity at every level of the organisation.

Therefore, we would appreciate you completing this short (optional) equal opportunities monitoring form [here](#), and sending it to hr@peoplesmomentum.com.

If you would like further information about the role, please contact emma.rees@peoplesmomentum.com.