Senior Digital Officer

Application Pack

Closing date:	Monday 22nd July 2019 at 9am
Interview date:	Thursday 25th July 2019
Interview location:	Central London TBC

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1. Job Description

Momentum is recruiting a Senior Digital Officer who will play a vital role in our growing and vibrant organisation. This is an exciting opportunity to lead the management of Momentum's database and digital systems to ensure Momentum becomes increasingly effective at campaigning to transform society and unleashing the power of grassroots members.

We encourage applicants from a diverse range of backgrounds, and we're very happy to consider applicants with experience and qualifications gained outside of the tech sector or a computer science degree as well. We particularly welcome BAME, working class, women, LGBT+ and disabled applicants.

Staff Management Responsibility:	Digital Officer
Other Management / Coordination:	Volunteer digital network
Financial Management Responsibility:	Digital budget, budget for digital one-off projects (apps etc.), subscriptions to digital services
Reports to:	Chief Operating Officer
Salary:	£29,000 - £31,000 (London weighting) / £25,500 - £27,500 (outside London)
Location:	London or Greater Manchester. Applicants outside these locations will also be considered.
Job Purpose: To lead on the management of Momentum's database and other digital systems, as well as related digital projects, in order to ensure that the database can grow in size, and improves in deliverability and utility so that Momentum is able to campaign effectively and succeeds in its goals to transform society.	

Duties and Responsibilities

To lead on the management of Momentum's database, campaigning apps and other digital systems, to ensure that the database can grow in size, and improves in deliverability and utility so that Momentum is able to campaign effectively and succeeds in its goals to transform society.

To develop and collaborate on Momentum's digital infrastructure strategy - including strategies for campaigning apps, member democracy, mobilisation platforms and organisational data administration and communication systems.

To oversee the development, technical maintenance and use of the organisation's web applications and digital systems.

To manage a small team of staff and volunteers who will service the digital campaigning and infrastructure needs of Momentum.

To collaborate on the management and effective use of data across the organisation.

To provide strategic digital leadership and guidance on future projects to ensure that the organisation is using its digital capacity fully when campaigning, or when interacting with members more generally.

Momentum is currently embarking on consolidating and upgrading our current campaigning and organisational digital infrastructure. You'll play a key role in planning and implementing the consolidation and future development of our digital infrastructure.

To lead on the development of an in-house membership and finance real-time reporting system, that can pool information from multiple sources (APIs). This will make this data accessible to authorised non-technical users, allowing us to better judge the effectiveness of different digital campaigning and fundraising techniques.

To develop and implement a plan to improve the integration and automation of Momentum's existing infrastructure.

To work with others across the organisation to develop new digital tools that can take our campaigns to the next level.

To build, manage and maintain relationships with digital volunteers, stakeholders and service providers, including:
- Digital volunteers working through the organisation's The 'Digital Hub' (an online network of digital volunteers, many of whom will provide necessary assistance on future projects and in regards to the above responsibilities).
- Digital system providers, such as Nationbuilder

> To review, update and ensure that Momentum has the digital tools and systems in place to function effectively, and to upgrade or change those that are not fit for purpose.
>
> To manage multiple projects across teams and the organisation ensuring that their digital needs are met and that projects have the required digital support to succeed.

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2. Person Specification

Essential Attributes
A highly motivated individual, who is committed to Momentum's objectives of changing society through transforming Labour into a members-led party capable of winning elections and implementing socialist policies. Ability to strategise and find solutions to complex problems. Ability to operate in a high-pressure environment and managing multiple priorities. Ability to prioritise work flow for yourself and others. Ability to motivate, encourage and support others. Whilst this role will involve some management of other team members, we do not require formal experience in this area. Good communication and team work skills.

Essential Experience
Some experience of project management and planning. This could be either on technical projects or in another context. Those able to demonstrate similar abilities gained outside of formal project management roles will also be considered. These skills include the ability to plan and manage project work or ongoing operations, to sequence and prioritise tasks, and to manage or liaise with others on their workflows. Some knowledge of HTML, CSS, JavaScript, relational and/or NoSQL databases, modern Javascript frameworks such as React, or other technologies commonly used for back and front-end web development. Some full stack development experience with the ability to develop and deploy simple web apps quickly. Preferably React and Node proficiency but other stack experience will be considered.

Desirable Experience

Experience of managing a CRM system, and experience of facilitating the use of such systems by non-technical users. We currently use Nationbuilder: experience on this specific platform would be a bonus, but is not necessary.

Project management experience in the context of software development.

Experience developing and implementing a digital strategy in another organisation or campaign.

Wordpress site administration.

BSc degree or other relevant certification in Computer or Information Science, or other relevant discipline. No specific formal qualification is required for any job at Momentum, however, where formal qualifications have been obtained, they will be considered as evidence of skills or knowledge relevant to the particular role

3. 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.