



Political Coordinator

Application Pack

Closing date:	Monday 21st September 2020
Interview date:	Week beginning 5 th October
Interview location:	Central London TBC/Online

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1. Job Description

The Political Coordinator will be responsible for delivering the strategic political priorities as agreed by the National Coordinating Group (NCG). The post-holder will directly lead teams in charge of campaigning, organising and communications. The post-holder will be tasked with managing organisational change within Momentum as it transforms into a responsive, member-led organisation that can effectively adapt to changing political priorities and challenges.

Staff Management Responsibility	Campaigns, Organising, Communications, and Digital Media.
Other Management / Coordination	NCG, Officers Group and any other key sub-groups and working groups.
Financial Management Responsibility	Provide strategic leadership and oversight of Momentum's budget for the staff and programmes under their remit
Location/Availability	Ability to travel to London 2-3 days a week and to work weekends and evenings when needed
Salary	£34,000 to £38,000 with London Weighting. £30,500 to £34,500 without London Weighting.
Job Purpose	To provide overall political direction and oversight to Momentum's outward facing work so that the organisation can effectively adapt to the changing political circumstances and respond to current challenges facing the left aligned to the Labour Party. To help Momentum to become a responsive, relevant and member-led organisation. To ensure the smooth functioning of all of Momentum's political, campaigning and organising work.

Duties and Responsibilities:

- Lead and manage the communications, campaigning, organising and digital media teams at Momentum.
- Oversee and ensure all internally agreed projects and politically based activities are delivered on time.
- Provide strategic insight and feasibility assessments of future projects.
- Attend and service NCG and NCG subgroup meetings, as and when requested.
- Provide political and strategic advice to the NCG.
- Following the NCG's lead, draft strategy and policy papers for discussion at the NCG.
- Lead on stakeholder engagement with Labour MPs, trade unions, Labour Party officials, Labour Left and grassroots organisations.

2. Person Specification

Essential:

- 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 and building a socialist grassroots movement for change on the ground.
- Proven management experience and experience building and leading teams.
- Experience managing organisational projects.
- 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 organising, campaigning and communications.
- A detailed understanding of the Labour Party.
- A detailed understanding of the political aims of Momentum, including its political goals linked to working with the Labour party and the broader left, and the current political context that it operates within.
- Familiarity with movement building, including trade unions and workers movements, and a good understanding of how local organising and campaigning can further understanding and uptake of socialist solutions.
- Experience operating in the Labour left and commitment to the Labour movement.
- Experience and appreciation for the importance of local organising in the context of political movements.
- Experience and understanding of political campaigning and communications.
- Able 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 political, campaigning, organising and communications work of Momentum to its democratically elected representatives.
- Commitment to diversity and inclusion, including class, race, religion, LGBTQ+ and gender.
- Strong IT skills.

Desirable:

- Senior management experience and the ability to run a small organisation or operation.
- Experience of managing organisational change.
- Legal and/or financial management experience in an organisation of a similar size.
- Experience of interacting with or reporting to Trustees, Boards or other strategic leadership structures.

Women, BAME, disabled and LGBTQ+ candidates are encouraged to apply.

3. Organisational structure

The Political Coordinator, along with the Chief Operating Officer will 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: Organising, Campaigns, Digital Media and Communications which will report directly to the Political Coordinator.

4. How to apply

To apply for this role, please complete this application form [here](#) and return it to hr@peoplesmomentum.com. 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 ollie.hill@peoplesmomentum.com

- 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](#).