



Digital Officer

Application Pack

Closing date:	Sunday 9 th May 2021
Interview date:	Week beginning 10 th May
Interview location:	Online

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1. Job Description

Momentum is recruiting a Digital Officer who will play a vital role in our 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.

Reports to: Senior Digital Officer

Salary: £25,500 to £29,000, with London weighting. £22,000 to £25,500 without London weighting.

Location: Fully remote

Job Purpose: To enable Momentum and its members can operate effectively as possible with the digital tools at its disposal, as well supporting and extending in-house digital projects, so that Momentum is able to campaign effectively and succeeds in its goals to transform society.

Duties and Responsibilities

- To solve short-term, day-to-day issues that staff and activists face with the technology that they use. We use a wide variety of tools such as Google G Suite, Nationbuilder, Wordpress, Slack, Lastpass, Facebook for Business, Messagebird, Callhub, Zoom, Postmark, Airtable.
- To train staff and activists on how to use in-house tools such as My Campaign Map and providing support with any problems.
- To triage and fix issues that members and activists may have with our in-house tools, including helping with membership inquiries and GDPR requests.
- To collaborate on the management and effective use of data across the organisation.
- To assist in developing Momentum's existing digital infrastructure.
- To support staff in the deployment of digital tools that can take our campaigns to the next level.
- To help with laying out and delivering deadline content, such as emails and Wordpress content.

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 operate in a high-pressure environment and managing multiple priorities.
- Ability to prioritise work flow
- Good communication and team work skills.
- Readiness to adapt to new challenges and learn new technologies

Essential Experience

- Knowledge of HTML, CSS, JavaScript, and modern Javascript frameworks such as React

Desirable Experience

- Knowledge of SQL and relational databases
- Experience with the Django web framework
- Experience of REST APIs
- 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.
- 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

We encourage women, BAME, LGBTQ+, people with disabilities and people of any age to apply

3. 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](#).