



Administration and Governance

Officer

Application Pack

Closing date:	Midnight Tuesday 9th of November
Interview date:	Week commencing 15th of November
Interview location:	Online

Contents

1. Job description
2. Person specification
3. How to apply

1. Job Description

Momentum is recruiting an **Administration and Governance Officer** who will play a vital role in our vibrant organisation. This is an exciting opportunity to ensure Momentum becomes increasingly effective at campaigning to transform society and unleashing the power of grassroots members. This permanent, full-time role will form part of the Operations team and will provide administrative and operational support to both the staff team and the National Coordinating Group.

We encourage applicants from a diverse range of backgrounds. We particularly welcome BAME, working class, women, LGBT+ and disabled applicants.

Reports to: Chief Operating Officer

Other Management / Coordination: Key liaison with NCG Secretary, Operations Team, Volunteers

Staff Management Responsibility: N/A

Financial Management Responsibility: Oversee the NCG governance budget, the office supplies budget, logistical budgets for internal events.

Salary: £26,380 to £30,020 with London weighting. £22,880 to £26,520 without London weighting.

Location: Based in the London office or working remotely.

Job Purpose: To enable Momentum to become a more dynamic and effective, member-led organisation by providing administrative and logistical support within the Operations team and National Coordinating Group (NCG).

Please note: this role will include some out of hours work supporting NCG meetings (which can be claimed back as time off in lieu). This role may also include occasional travel, including for Labour Party Conference.

Duties and Responsibilities

General administration & logistics

- Lead responsibility within the staff team for the logistical and operational planning of events for the Operations Team - including booking spaces, travel and accommodation, especially in relation to Labour Party Conference, team away days and NCG meetings.
- Review, improve and manage existing administrative systems within the Operations Team.
- Maintain team calendar - ensuring all core team meetings, trainings and NCG meetings are in calendar and the relevant people are invited.
- Provide general office management support to Momentum's National Office, ensuring the staff have the resources and equipment necessary to function efficiently, including:
 - liaising with landlord
 - provision of all office materials
 - liaising with insurers
 - dealing with post
 - meeting room bookings
- Working with the COO to support any major purchases and contract renewals.
- supporting NCG meeting logistics including finalising meeting timetables, drafting and circulating agendas, papers and minutes and ensuring minutes are posted onto the website
- Provide general administrative support where needed to the Operations Team and NCG.

Human Resources/Personnel

Support the implementation and maintenance of HR systems including:

- onboarding and offboarding of new staff including finalising job offers and

contracts

- overseeing the leave and TOIL recording system
- Administer some training to new staff members, with oversight and assistance from the Chief Operating Officer, Finance Officer and Compliance Officer
- Assist with recruitments
- Attend the organisation's Data Oversight Group meetings and assist the Compliance Officer with the implementation of data security practices
- Occasionally consulting with external HR and legal consultants, particularly in relation to creating and amending staff policies, and disciplinary procedures

Governance

- Work alongside the NCG Secretary and relevant staff to help organise NCG meetings and sub-groups meetings.
- Promptly respond to requests for information from the NCG and/or affiliated groups and partner organisations.
- Work alongside the NCG secretary to ensure that NCG meetings and sub-committee meetings have all the necessary resources to function properly - including facilitating hybrid meetings on a regular basis and writing and uploading minutes to the website in a timely fashion.
- Support the NCG in answering general enquiries from members and monitor any NCG dedicated email addresses.

The Administration and Governance Officer may occasionally be required to assist the Disputes Officer with some administrative duties, related to member disputes.

2. Person Specification

Essential Attributes

- 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
- Excellent interpersonal skills and the ability to work well with others
- Strong organisational skills, the ability to manage multiple priorities and to work in a fast paced environment
- Sensitive and committed to ensuring that the views and needs of members are heard within the organisation
- Ability to follow administrative systems and processes, with a keen eye for detail
- IT literate, including: Microsoft Office, Zoom, Google Workspace
- Confident writing emails to members of Momentum, members of the public, key stakeholders and elected officials.
- Sound political judgement

Essential Experience

- Experience of performing administrative tasks to a high standard in another organisation, campaign or workplace

Desirable Experience

- Experience of improving or developing new administrative and governance systems
- Professional experience providing administrative and governance support in another workplace
- Past experience of servicing governing bodies or boards
- Past experience of working in a membership organisation
- Past experience of working in an HR-related role
- Good knowledge of GDPR, equalities law
- Good knowledge of safeguarding practices

3. How to apply

To apply for this role, please complete this application form [here](#) and return it to hr@peoplesmomentum.com. Please send this file as a Word document if possible.

Momentum reserves the right to ask for references at any point during the recruitment process.

Momentum is committed to equal opportunities and diversity at every level of the organisation. We encourage women, BAME, LGBTQ+, people with disabilities and people of any age to apply. We would also 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](#).