



Head of Communications

Application Pack

Closing date:	Monday the 8th of November
Interview date:	TBC
Interview location:	Online

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1. Job Description

Momentum is recruiting a **Head of Communications** 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.

From managing the launch of a new campaign to planning fundraising drives and landing a story in the press, you will manage a Communications team that - working closely with the Digital Media team - is responsible for the strategic direction, tone and messaging of Momentum's public and member-facing communications.

Your team is based in London and is responsible for communicating with members via email and the website, press liaison, managing incoming member communications and strategising communications across the organisation.

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 Communications sector. We particularly welcome BAME, working-class, women, LGBT+ and disabled applicants.

The ideal candidate will be:

- A highly organised, self-starting individual with a proven track record of managing a team to deliver a communications plan across both press and digital departments.
- Motivated by growing Momentum's membership and public profile and by involving our members in our output.
- Excited by narrative and the chance to tell a big story about an important organisation on the national stage.
- Have a high level of attention to detail regarding the quality and consistency of Momentum's communications - from ensuring the tone of website copy is correct to carefully framing and deploying a media intervention to maximum effect.
- Comfortable working in a fast-paced environment, responding carefully and calmly to events in the short-term, whilst maintaining progress on long-term projects.
- Have strong interpersonal skills and be able to build relationships with journalists and key media organisations on behalf of Momentum.
- Have a keen eye for opportunity, constantly assessing how Momentum and our work can feature in the news cycle.
- Excited to take a wide-ranging leadership role in the organisation and unafraid to make contributions across all teams.
- Confident in taking responsibility for interventions made.

Head of Communications

Reports to: Political Coordinator

Other Management / Coordination: Attending the Communications Working Group, and working closely with NCG members and the Political Coordinator do develop and distribute communications lines

Staff Management Responsibility: Communications Team (Communications Officer, Membership and Growth Officer)

Financial Management Responsibility: Comms budget (call and texting budget)

Salary: £29,765 to £33,370, with London weighting. £26,265 to £29,870 without London weighting.

Location: Ideally based in London (however, applicants from all over the country will be considered)

Job Purpose: To develop and oversee Momentum's public-facing communications, ensuring it aligns with our strategic objectives, and raising Momentum's public profile

Duties and Responsibilities

Communications strategy

- Devising and implementing a media communications strategy that grows Momentum's reach, influence and supporter base.
- Strategising and creating messaging plans for new campaigns, networks and launches.
- Coordinating a coherent, cross-organisation narrative about where Momentum is at, what we stand for and where we're going.
- Devising and implementing a communications risk mitigation plan.

Communications management

- Overseeing the delivery of and improvement of all member communications via email, website, Whatsapp, Twitter and campaign websites.
- Managing two staff members and the communications budget.
- Interacting with and presenting communications strategies and outputs to the Political Coordinator and Momentum's National Coordinating Group.

Press liaison and crisis management

- Training, briefing and pitching spokespeople.
- Responding to press enquiries.
- Building relationships with journalists and key publications.
- Managing rebuttal and negative press enquiries.
- Writing, editing and contributing to press releases and opinion pieces.
- Occasionally being on call to deal with urgent media enquiries during evenings or weekends.

3. Person Specification

Essential Attributes and Experience

- A highly motivated individual who is committed to Momentum's strategic goals and the transformation of the Labour Party into a democratic, member-led party capable of winning elections and implementing socialist policies.
- Experience of dealing with the national press and an understanding of how the media works.
- Experience using member or supporter-facing communications across multiple platforms to build campaigns.
- The ability to write clear and on message copy in different voices to tight deadlines.
- Knowledge and understanding of communications across multiple platforms including social media and email.
- Ability to work across different projects in a fast-paced environment.
- Strong IT skills and experience with or the ability to quickly learn communications platforms such as Nationbuilder, Wordpress or similar.

Desirable Attributes and Experience

- Someone with a deep understanding of the politics and messaging of Momentum and other movement organisations.
- Experience of managing either staff or volunteers and complex workflows
- Experience in crisis management, particularly in relation to public communications.
- Experience with Momentum, either locally or nationally.

- Experience growing a successful social media operation.
- A background in digital / digital communications and experience building digital communications infrastructure.
- Experience of political organising in both electoral and social movement contexts.

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.

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.

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 andrew.dolan@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](#).