



Digital Officer

Application Pack

Closing date:	Sunday 6 th February 2022
Interview date:	Week beginning 14 th February
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 develop 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: Contractors

Financial Management Responsibility: Digital budget, budget for digital one-off projects (apps etc.), subscriptions to digital services

Reports to: Chief Operating Officer

Salary: £26,380 to £33,370, depending on experience, inclusive of £3,500 London weighting.

Location: London office or Fully remote

Job Purpose: To shape Momentum's digital operations. Construct and improve websites and other digital tools to promote Momentum's political goals and use its data effectively and in accordance with the laws. Work on the management of Momentum's database and other digital systems. Be able to translate political goals into concrete digital plans and adjust them dynamically in response to changing political considerations.

Duties and Responsibilities

- To manage Momentum's NationBuilder database. Ensure nontechnical users have the proper training, keep track of the tags, filters, and lists the organisation needs, and make sure email deliverability remains reliable.
- Write web applications and data pipeline scripts using our tech stack, currently a mixture of Node.js, React, Django, Python, TypeScript, and Ruby on Rails on Heroku, along with WordPress and Google Apps Script. Of these, JavaScript and Python are the most important.
- Assign tasks and keep track of schedules for other tech staff and outside contractors and volunteers
- Evaluate proposals from external vendors and contractors
- Evaluate and consider new pieces of the infrastructure to switch to moving forward.
- Assist the management team in knowing what digital technology is and isn't capable of and how it can further political and strategic goals.
- To collaborate on the management and effective use of data across the organisation.

- To assist the integration and ongoing development of our membership and finance reporting systems
- 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 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.

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.
- Be able to switch back and forth between different programming languages and environments.
- 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.
- Good communication and team work skills.
- High level of integrity and honesty needed to deal with thousands of users' personal data

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.
- Knowledge of software engineering fundamentals, such as requirements analysis and testing
- Good Javascript and Python skills
- Experience with common web framework concepts
- Experience of designing attractive, usable and interesting user interfaces, and the ability to adhere to established design languages
- Some full stack development experience with the ability to develop and deploy simple web apps quickly.

- Knowledge of SQL and relational databases
- High comfort level using spreadsheet products, such as Google Sheets, Airtable, or Microsoft Excel

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.
- Knowledge of HTML, CSS, JavaScript, relational databases, modern Javascript frameworks such as React, and other technologies commonly used for back and front-end web development.
- Experience with fun and creative web projects (eg microsites)
- Experience developing and implementing a strategic vision for digital strategy in another organisation or campaign.
- 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
- Familiarity with GDPR and proper procedures
- Some management experience
- Data science experience

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](#).