



## Lead Organiser

# Application Pack

<b>Closing date:</b>	Midday 26th January 2023
<b>Interview date:</b>	W/C 30th January 2023
<b>Interview location:</b>	Online



## Contents

1. Job Description (page 3)
2. Person Specification (page 7)
3. How to apply (page 9)



# 1. Job Description

Momentum is recruiting a Lead Organiser, who will play a vital role in our vibrant organisation. This is an exciting opportunity to take a leading role in driving through Momentum’s political objectives, supporting our activists to take action and defend and advance the cause of socialism with the Labour Party.

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

<b>Job Title</b>	<b>Lead Organiser</b>
<b>Reports to</b>	Head of Organising and Political Strategy
<b>Responsible for</b>	Regional Organisers (2)
<b>Hours</b>	This is a full-time position and the required hours are 37.5 hours per week. On occasions it will be necessary for this person to work unsocial hours including evenings and/or weekends. This can be discussed further at interview stage.
<b>Salary</b>	£29,000 to £33,330 with London weighting. £25,500 to £29,830 without London weighting.
<b>Location</b>	If based in London or within a commutable distance, will be expected to work a minimum of 3 days per week in our London office. Working remotely is possible for people based farther away from London.
<b>Job Purpose</b>	



Manage, lead and support the Organising Team to achieve Momentum's aims and objectives, and supporting Momentum members and supporters to gain greater influence in the Labour Party and the wider left.

*Momentum is regularly engaged in contests within the Labour Party at different scales. The Lead Organiser will, in collaboration with Head of Organising and Political Strategy, take a lead on Momentum's internal Labour Party objectives, managing two regional organisers.*

### **Duties and Responsibilities**

The Organising Lead will manage the Organising team - responsible for the core tasks of:

- Co-Developing agendas and when appropriate chairing weekly meetings of the Organising Team alongside Head of Organising and Political Strategy.
- With support from the Head of Operations, developing and monitoring budgets for the Organising Team.
- Participating in meetings with NCG members as required

Line manage Regional Organisers. This includes:

Holding regular 121s (1-2 per month), setting and reviewing targets, pastoral care and ensuring that the team members are suitably supported, motivated and stretched to achieve their best.



Build and maintain positive relationships with key stakeholders, including trade unions, Labour left organisations, progressive/campaigning organisations and Labour Party representatives, activists and staff.

#### *CLP Organising*

Ensure Momentum activists are aware of upcoming AGMs and are given information required to organise for these.

Work with and support Groups and Activist Development Team to prepare for regular Organising Calls

#### *Local Government*

Oversee ongoing development of Momentum's Councillor Network.

Ensure regional organisers identify strong recruits for the Future Cllrs Programme, in collaboration with the Groups and Activist Development team

#### *Conference Organising*

- Organising for Party Conference (Overseeing collection of data, operationalising communications with delegates, contribution to circulation of rule changes and contemporary motions, reporting to NCG).

Implement processes for endorsing of candidates for internal LP elections based on political direction from NCG including Young Labour.



Oversee other internal election campaigns.



# Person Specification

## Knowledge

Awareness of the political context within which Momentum operates, including knowledge of the structures of the Labour Party, the Parliamentary system, and the processes of a General Election.

Knowledge of the diverse range of actors who participate in Momentum, the Labour Party, and Britain.

Awareness of structural inequalities along lines of class, gender, ethnicity, and sexual orientation among others and the importance of challenging and overcoming these inequalities within Momentum's daily operations.

Knowledge of key techniques which are commonly used in electoral campaigning, including Voter ID, Get out the Vote (GOTV), centralised and distributed phonebanking, and rallies.

## Personal Qualities

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.

An individual capable of assuming leadership over a sustained period of time, including by managing other staff members, providing them with support, agreeing and ensuring the achievement of agreed objectives.

Someone who is capable of thinking strategically, organising their time effectively and prioritising goals under



pressure, as well as responding to unexpected events as and when they occur.

Someone who is capable of managing complex projects and ensuring they are completed according to the objectives that were set out for them.

Someone capable of maintaining a high performance consistently over a sustained period of time.

Someone who is capable of reflecting not just on their individual performance but also of their own role within the wider organisation, who is aware of the assumptions upon which they and others make their decisions, and who is self-critical and unafraid to give and receive constructive feedback, as well as being willing to actively seek clarification if there is any doubt over their remit and responsibilities.

## **Experience**

Someone with experience in project management and managing teams of people undertaking complex projects.

Someone who has experience of coordinating activities across a diverse range of stakeholders with different skill sets.

Experience of operating in a high-pressure, political environment.

Experience of organising politically and ensuring that activities between different actors are implemented cohesively and in line with an agreed strategic vision.





## How to Apply

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

If you would like further information about the role, please contact [rachel.godfreywood@peoplesmomentum.com](mailto:rachel.godfreywood@peoplesmomentum.com) [@peoplesmomentum.com](mailto:hr@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](#).