

Momentum – Job Description and Person Specification	
Job Title	Digital Officer
Team	Digital
Reports to	Digital Lead
Responsible for	<p>Leading on the management and effective use of data across the organisation.</p> <p>Leading on the development, technical maintenance and use of the organisation's web applications and digital systems.</p> <p>Building a team of digital volunteers who can help expand and strengthen Momentum and its campaigns.</p>
Job Purpose	
To lead on the management of Momentum's database and other digital systems, as well as related digital projects in order to ensure that Momentum is able to campaign effectively and succeeds in its goals to transform society.	

Duties and Responsibilities
<p>Database Management</p> <p>To lead on managing all facets of Momentum's membership and supporters database. Being the lead point of contact on matters related to the database both for the day to day operations of Momentum and on specific projects. Including:</p> <ul style="list-style-type: none"> - Segmenting data sets for use in communications (database emails, texts) sent centrally and by local data managers and actioning national communications as required. - Performing basic data analysis to inform local and central campaigns and fundraising. - Importing/exporting data. - Managing data collection from campaigns, groups and fundraising drives for use by other teams. - Ensuring that data is clean and well-ordered. <p>To provide staff members, teams and local groups with advice, expertise, training and ongoing technical support in order to ensure that they use data effectively, legally and within the terms of their data processing agreements.</p> <p>To ensure that data is processed in line with legal advice as to what is compliant with relevant data protection legislation and that adequate systems are in place to ensure that best practice with regards to data security is</p>

maintained. Including:

- Ensuring adequate consents are obtained from data subjects at the point of data collection.
- Ensuring that data minimisation and privacy by design are built into the organisation's digital systems and data management processes.
- Ensuring that data is backed up.
- Ensuring compliance with the incoming GDPR legislation, due to come into law in 2018.

Website Management

To manage Momentum's existing national website, as well as micro-sites built for individual campaigns and projects. Including by:

- Ensuring that front and back end code is functional.
- Ensuring that adequate systems are in place to provide content managers with the necessary tools to ensure that web content (e.g. copy, documentation etc.) is up to date and in adherence to UX and UI design principles that are maintained.

Developing simple micro-sites for short term, project or campaign based use.

Digital Systems Management

To research, develop proposals for and manage the development of digital systems used for campaigning and mobilisation (excluding social media). To ensure that new tools are effectively implemented and new and existing tools (including Relay Texting, 'My Nearest Marginal', WhatsApp Cascades and MP Lobbying Tools) are effectively managed on a day to day basis and are accessible to local groups, volunteers and teams when needed.

To ensure that the office has sufficient digital systems to properly function (such as email systems, document storage, hardware). Including by:

- Assisting in identifying needs for digital systems.
- Advising on the technical specification of new digital systems for acquisition.
- Providing technical support in maintaining existing systems as necessary.

Projects

To manage web and digital system development projects and provide advice and assistance to managers of other such projects. Including by:

- Building and maintaining relationships with existing and new volunteer web designers and developers.
- Developing project plans and ensuring that project teams of developers and designers complete website development projects on time and to budget.

To provide assistance and digital expertise on digital democracy projects.

Including by leading on the development of Momentum's digital democracy

platform MxV and managing its use day to day.

Volunteer and digital stakeholder management

To build, manage and maintain relationships with digital volunteers, stakeholders and service providers. Including:

- Digital volunteers working through the organisation's The 'Digital Hub' (an online network of digital volunteers, many of whom will provide necessary assistance on future projects and in regards to the above responsibilities.
- Digital system providers, such as Nationbuilder

Person Specification

Essential Attributes

Experience

Proven working experience as a database administrator or in another data processing role, working with a medium to large scale database.

Previous experience with database administration tools (frontend/backend) and third party tools such as NationBuilder.

Experience with web design and development.

Experiencing of contributing to digital projects.

Experience of working within large and changing teams and collaborating on varying projects.

Experience of operating in a high-pressure environment and managing multiple priorities.

Knowledge

Hands-on experience with database standards and end user applications.

Understanding of database structure principles and a familiarity with database design and documentation.

Some familiarity with basic data mining and segmentation techniques.

Knowledge of data backup, recovery, security and integrity.

Understanding of data protection law and its application to large scale data processing and appreciation of its importance.

Proficiency in MS Excel and/or MS Access.

Sufficiently detailed knowledge of HTML, CSS and Javascript to enable the development of editing of relatively simple one page microsites.

Sufficient familiarity with other programming languages used in back and front-end development, for example Python, PHP, Ruby, and with website design methodology, to enable the instruction of skilled developers and web designers and the monitoring of their workload.

Familiarity with basic office based digital systems used for, e.g. internal communications management, document storage, and understanding of organisations' basic software and hardware needs.

Working knowledge of the use of Git and GitHub used in digital development projects.

Familiarity with agile software development methodologies, particularly their use with distributed or volunteer teams. For example: scrum, kanban, scrumban and extreme programming.

Familiarity with tools to manage software projects with small to medium sized teams. For example: Jira, Waffle.io, Trello or GitHub issues.

Familiarity with how political parties and campaigning organisations collect and use data to achieve their political or organisational goals.

Personal Qualities

An individual with a keen eye for detail, and the ability to notice mistakes and flaws as they appear in their stream of work.

Diligence and a natural propensity to design, implement and follow rules based procedures and motivate other to do so.

Time management skills, the ability to manage competing priorities, and the propensity to ensure that others complete routine tasks, such as updating website content.

The patience and skills necessary to train staff, volunteers and Momentum members, in new and often quite challenging procedures.

Integrity and sensitivity to ethical and equalities issues and a strong commitment to equal opportunity in all matters.

Desirable

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.

Working knowledge of CSS, SASS, JavaScript, MySQL and Postgres databases, Ruby, Python, modern Javascript frameworks such as React, Vue.js or Angular 2, PHP, web servers like Apache or NGINX or other languages commonly used for back and front-end web and digital development is an advantage but not essential.

Knowledge of API of major third party applications, principally NationBuilder and Facebook.

Experience gathering and analysing digital system requirements and /or involvement in digital system tendering processes.

Knowledge of specific project management systems such as Agile and their application to digital projects, including certification.

Knowledge of techniques which are commonly used in electoral campaigning, including Voter ID, Get out the Vote (GOTV), centralised and distributed phone-banking, and rallies for which data may be needed.

Experience working as a digital project manager and having lead specific digital projects.

Experience working as a digital project manager.

Experience working with NationBuilder at national scale.

Experience managing a medium sized open source project.

Experience in teaching or onboarding individuals in new concepts and procedures

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.

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.

Proven analytical skills.