



## **TERMS OF REFERENCE: ACTIVITIES TO SUPPORT THE GENERAL WORK OF THE COMMISSION**

### **Introduction**

The Justice & Peace Commission requires certain services in order to both maintain and develop its role in the Diocese of Leeds in relation to encouraging people within the Diocese to reflect on the social justice issues of the day in the light of the Gospels and Catholic Social Teaching and to support and encourage them in the action that flows from such reflection.

These Terms of Reference set out the activities that the Commission needs doing, and the skills and experiences needed to undertake these tasks.

Service providers are invited to respond to some or all these requirements. We have had the services of a single person over the last 5 years who has been able to undertake all these activities. However, we recognise that the range of skills required is diverse and it may be that, going forward, these services may need to be provided by two or more people.

### **Background**

The Leeds Diocese consists of some 80+ catholic parishes (many of them having more than one church community) covering West Yorkshire, a large chunk of North Yorkshire and a little bit of South Yorkshire.

The Leeds Diocesan Justice & Peace Commission (The Commission) has been in existence for over 40 years. Its focus is the promotion of Catholic Social Teaching, and the action on social justice issues that arises from this, within the Diocese of Leeds. Whilst we wholeheartedly endorse and join in the compassionate response of so many people in the Diocese to issues such as food bank usage or how we treat refugees and asylum seekers, our focus is on the underlying unjust structures in society that have brought about these issues- and trying to discern what, as Christians, we should be doing about them.

For further general details about the Commission see our website [www.leedsjp.org.uk](http://www.leedsjp.org.uk) .

The Commission consists of a group of about 15 volunteers who direct the Commission's limited resources, with a smaller Executive making decisions in between the quarterly meetings of the full Commission.

The priority areas where the Commission are currently undertaking work are: -

**UK Poverty** – What are the causes, of poverty in the UK and what action (particularly at the policy level) should we be advocating? We have a project that has developed a set of 5 Family Poverty workshops to explore these issues. Previously we have organised workshops about Foodbanks and, early in 2018, a day workshop about Family Poverty.

**Climate Change** – This has been a Commission priority area since before the publication of *Laudato Si* in 2015. Projects in this arena have been workshops about *Laudato Si* as well as workshops and active support for CAFOD's Live Simply award scheme. The Commission is currently working with others to develop an Environmental Policy for the Diocese of Leeds.



**Peace and Nonviolence** – We regularly work with Pax Christi at the national level and also with the Leeds Pax Christi group to develop resources and put on events. For example, we produced a Liturgy Ideas booklet concerning the centenary of World War I (which was distributed to all parishes and high schools) as well as organising a service in central Leeds using themes from the liturgy booklet. This was organised in conjunction with the Leeds Pax Christi group.

Recognising its limited resources, the Commission is organised to support ongoing communications activities (sharing what is already happening about issues of Social Justice across the Diocese of Leeds) and to support a limited number of projects. This enables us to scale up or scale down our activities according to the funding that we have available to us.

These Terms of Reference specifically relate to both to the management of specific projects and what we term the 'ongoing' activities of the Commission: -

- Servicing the Commission itself
- Sourcing articles, writing articles and editing and publishing a monthly newsletter
- Adding and changing content on the Commission's website
- Undertaking regular maintenance of the website
- Sourcing and scheduling posts for the Commission's Facebook page and taking actions to grow the follower base
- Using an email management / e-marketing system (Mailchimp) to deliver communications to the supporter base.



**ONGOING COMMISSION ACTIVITIES**

Activity	Description of services needed	Skills & Experience required to provide this service
<p>Servicing the Commission</p> <p><i>Each meeting is estimated at 5hrs total effort before, during and after. Assume 10 meetings per year</i></p>	<ul style="list-style-type: none"> <li>• Attending the quarterly Commission meetings and taking the minutes</li> <li>• Attending meetings of the J&amp;P Executive (another 4-6 meetings), arranging dates and taking minutes</li> <li>• Preparing and sending out the agenda and any papers (Finance Report, Projects Update Report and any Project Briefs for new projects) for both Commission and Executive meetings</li> <li>• Following up to check that actions have been completed as agreed</li> </ul>	<ul style="list-style-type: none"> <li>• Competent in the use of Microsoft Word</li> <li>• Skilled in pulling out the key points and actions from a discussion</li> <li>• Previous experience of minuting meetings may be an advantage but is not essential</li> </ul>
<p>Newsletters</p> <p><i>We have assumed approximately one hr of effort per newsletter page.</i></p> <p><i>11 newsletters per year – assume 115 pages in total</i></p>	<ul style="list-style-type: none"> <li>• Networking with people in the Diocese of Leeds and beyond to source articles relating to social justice and, in some cases, social action</li> <li>• Where necessary, writing articles for the newsletter</li> <li>• Editing articles provided by other people</li> <li>• Priority is to be given to articles that highlight activities within parishes and schools in the Diocese of Leeds</li> <li>• Devising a suitably attractive layout for each page of the newsletter and ensuring that there is a consistency to the style and layout</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for social justice</li> <li>• Good written communication skills</li> <li>• An awareness of Catholic Social Teaching</li> <li>• Good networking skills.</li> <li>• The ability to produce attractively designed written materials that make good use of images and layout options</li> <li>• Experience of the networks within the Diocese of Leeds would be advantageous but not essential</li> </ul>



Website Maintenance

*We are assuming this will take 4-6 hrs four times per year*

- Making decisions about what to include and what to exclude (if necessary) to ensure that the newsletter is 8 or 12 pages in length
- Adding selected events to the back page from the events Calendar of the J&P website
- Undertaking the initial proof-reading of the newsletter (and involving others in this) and making any necessary changes
- On a quarterly basis, taking a copy of the Wordpress website and testing any updates to core software and plugins using that copy on a local pc prior to updating and testing changes in the live environment
- Using GTmetrix, or similar, to produce a quarterly performance report on the website.

- Experience of using Wordpress and the process for updating the core software and plugins
- An understanding of the basics of testing websites
- A logical and analytical approach to problem solving
- An understanding of how websites can be run on a local pc through the use of XAMPP or similar software

Website content management

*We are assuming that this will take about 2 hrs per week throughout the year*

- Adding news items sourced for the newsletter to the website, including the inclusion and amendment (where necessary) of any associated photographs and images.
- Adding event items for social justice and social action events taking place in the region, and including key national and global days (e.g. World Day of the Poor).
- Removing any content that is out of date
- Removing links that no longer work.
- Proactively recommending and changing page content in discussion with the Commission member responsible for the website.

- Experience of using image manipulation software to crop and manage the size of images
- Experience of transferring content from Word onto a Wordpress website page
- Experience of formatting website content to give an attractive layout
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Facebook-sourcing and scheduling posts

*We are assuming that this activity will take about 1 hour per week*

Mailings

*Assume 15 mailings per year with an average 3 hrs work to develop, test and schedule the mailing*

- Sourcing posts from websites and Facebook by organisations that align with the priorities of the Commission
- Using Buffer.com or another online scheduling tool to schedule ahead most posts on the Commission's Facebook page
- Growing the number of Followers to the J&P Facebook page
- Checking that any comments on posts are within the Commission's Facebook policy and taking appropriate action if they are not
- Creating a 'campaign' email on a monthly basis to encourage people to download the newsletter. This email to include 2 or 3 upcoming event adverts or other calls to action
- Occasionally devising additional 'campaign' emails to the supporter base where newsletter publication dates are not suitable for advertising specific calls to action

- A passion for sharing information on issues of social justice
- Experience of using web tools to quickly review possible content for posts from a variety of sources
- Experience of using web tools to schedule posts on Facebook
- An awareness of how social media can be used to raise the profile of an organisation
- Experience of using Mailchimp or another web-based marketing tool to deliver mailings to a mailing list
- Experience of using Mailchimp or another web-based marketing tool to produce visually attractive and enticing 'calls to action'.

**PROJECT MANAGEMENT / PROJECT DELIVERY ACTIVITIES**

The Commission also needs people with the skills and background to both manage and undertake the activities on individual projects.

A number of these are small (less than £1,000 in total spend) but still need to be managed. Consequently, the 'Project Management' spend on projects may range from c£100 through to £1,000+

For instance, we have a regular commitment to organise two Days of Reflection per year. We need someone to do the organising around these in terms of documenting the work of the Steering Group developing the day, developing and disseminating marketing materials to advertise the day, managing requests to attend the event and providing the organisational support on the day of the event itself. The amount of work involved varies but our budgetary allowance for this is 25 hours (£500 ) per Day of reflection. We usually have 3-4 smaller events per year as well – similar in terms of their activities but less hours. For all our projects, an awareness of Catholic Social Teaching would be an advantage in managing them.

<p>Specific Project Management activities – these will vary from project to project. The details given here relate to projects that have completed</p>	<ul style="list-style-type: none"> <li>● Organising events           <ul style="list-style-type: none"> <li>○ Developing and disseminating marketing materials to promote events</li> <li>○ Managing attendee sign up for events-including the use of web-based tools for events with a larger number of attendees</li> <li>○ Orchestrating the activities on the day of an event</li> <li>○ Providing the technical set up and support on the day of the event (Laptop, Projector etc) if you are unable to source a volunteer to do this</li> </ul> </li> <li>● Generic project tasks           <ul style="list-style-type: none"> <li>○ Working with Commission members to develop funding applications for projects</li> <li>○ Servicing the Project Steering Group (arranging meetings, preparing Project Status Reports, taking minutes and following up actions)</li> <li>○ Ensuring that projects are fully documented</li> <li>○ Undertaking monitoring and evaluation activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Experience of setting up meetings and taking minutes</li> <li>● Experience of electronic filing good practice</li> <li>● Experience of doing monitoring and evaluation for a project</li> <li>● Experience of using Eventbrite or similar is advantageous but not essential</li> <li>● Experience of running an event day and how to organise for it</li> <li>● Confident in the use of PowerPoint and setting it up for use in events</li> </ul>
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## Oversight

Oversight of these activities will be done by a member of the Commission (this may involve different members for different activities) meeting with the service provider on at least a monthly basis.

## Help and assistance needed to complete the work

In the event of ambiguity about an element of a task the service provider will contact their nominated Commission contact person in order to resolve the problem.

## Budgetary Guidelines

Our budgetary assumption is that this work will be undertaken by individuals and organisations who have an hourly rate of £20 or less.

## Submission and Evaluation of Proposals

Applications from self-employed professionals to undertake elements or all of this work must be delivered by **5pm on Friday 20 December 2019** at the latest.

Applications must be emailed to

[jandp@dioceseofleeds.org.uk](mailto:jandp@dioceseofleeds.org.uk)

Applications should include the following headings:-

1. Name of organisation / individual.
2. Contact details.
3. A heading for each activity for which you are expressing an interest
4. Evidence demonstrating the key skills and experiences needed to complete these activities successfully.

You also need to confirm that you are eligible to work in the UK on a self-employed basis and confirm your charge rate.

After submission, the Commission may wish to meet with potential service providers to explore their proposal in more detail. This will take place in the first 3 weeks of January 2020

Evaluations will be completed, and decisions made, by 31 January 2020 and the result communicated to the successful provider(s) shortly afterwards.