



ACTIVITIES TO SUPPORT THE GENERAL WORK OF THE COMMISSION

Introduction

The Justice & Peace Commission requires certain services to both maintain and develop its role in the Diocese of Leeds. This is 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.

We invite self-employed individuals or organisations to submit proposals for carrying out some or all of these activities within the constraints identified. It is possible that any of these services could be undertaken by volunteers with appropriate experience. However, we recognise that to have the impact that we desire then we also need to pay for services where we are unable to source suitable volunteers or where volunteers cannot spend sufficient time to complete the activities.

On top of that, the skills required to do *all* of these activities are very diverse. So do not be put off by the range of skills and experiences required to undertake these tasks. Given our requirements, we are happy to receive proposals from individuals or organisations that only relate to undertaking some of the activities. Please make this clear in any submission.

Over the course of a financial year, we have in the region of £10,000 available to pay service providers. If we receive external funding for any specific projects then this would increase this amount. In the detailed descriptions of the ongoing activities below we have given an indication of how much time we think is required for each. Most of the activities do not require attendance at a particular location. There is also considerable flexibility around when activities are undertaken (within the constraints of, for example, agreed electronic newsletter publication dates).

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 .

The Commission consists of a group of volunteers who direct the Commission's limited resources, with a smaller Executive making decisions in between the quarterly meetings of the full Commission. For each of our priority areas (see below) we have an Issue Action Group in place whose role is to recommend projects and other actions to 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 undertaken study days exploring issues of poverty. We partnered with Church Action on Poverty to produce a set of 5 workshops for use in small group setting to explore aspects of 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 has been instrumental in developing a Diocesan Environmental Policy which has now been agreed by the Diocesan Trustees.

Peace and Nonviolence – We regularly work with Pax Christi in the Leeds Diocese to develop resources and put on events. We jointly worked to produce a Liturgy Ideas booklet concerning the centenary of World War I (which was distributed to all parishes and high schools). We have also jointly put on a five week introductory course in nonviolence presented online using Zoom

Racial Justice – Events over the last 12 months have pushed racial justice up the agenda for the Commission. We are currently exploring the best ways of engaging with people around this set of issues.

In addition to these, there is a **Spirituality of Justice** action group whose role is to develop and deliver liturgies with a Social Justice theme. It also works to devise Days of Reflection. Since March 2020 the liturgies have all been Zoom-based but there will be in-person events in future.

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. These are: -

- Servicing the Commission itself – 'project managing' the Commission members themselves in terms of ensuring follow up to decisions made both by the Commission and by the various sub-groups – providing the general coordination necessary for us to act effectively
- Sourcing articles, writing articles and editing and publishing a monthly electronic 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
- Sourcing and scheduling posts for SPARK Social Justice (the Commission's project aimed at 18-30 year olds) Twitter and Facebook presence as well as developing videos for its YouTube channel
- 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
Servicing the Commission <i>Each meeting is estimated at 5hrs total effort before, during and after. Assume 10 meetings per year</i>	<ul style="list-style-type: none">• Attending the quarterly Commission meetings and taking the minutes• Attending meetings of the J&P Executive (another 4-6 meetings), arranging dates and taking minutes• 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. This may also include chasing people for their contributions• Following up to check that actions have been completed as agreed	<ul style="list-style-type: none">• Competent in the use of Microsoft Word• Skilled in pulling out the key points and actions from (sometimes wide-ranging) discussions• Previous experience of minuting meetings may be an advantage but is not essential• Good time management skills- in terms of following up actions with relevant people
General Admin	<ul style="list-style-type: none">• Visiting the J&P office at Hinsley Hall once a month to retrieve and deal with any incoming mail.• Ensuring that the J&P OneDrive is logically structured and populated in a way that helps the Commission re-use material over time	<ul style="list-style-type: none">• A logical approach to filing electronic documentation
Newsletters <i>We have assumed approximately one hr of effort per newsletter page. 11 newsletters per year – assume 115 pages in total</i>	<ul style="list-style-type: none">• Networking with people in the Diocese of Leeds and beyond to source articles relating to social justice and, in some cases, social action• Where necessary, writing articles for the newsletter• Editing articles provided by other people	<ul style="list-style-type: none">• A passion for social justice• Good written communication skills• An awareness of Catholic Social Teaching• Good networking skills.• The ability to produce attractively designed written materials that make good use of images and layout options



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

Website content
management
*We are assuming
that this will take
about 1 hr per
week throughout
the year*

- Priority is to be given to articles that highlight activities within parishes and schools in the Diocese of Leeds
- Devising a suitably attractive layout for each page of the newsletter and ensuring that there is a consistency to the style and layout
- 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/ half yearly basis, taking a copy of the Wordpress website and test 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.
- Adding news items sourced for the newsletter to the website, including images (and amendment where necessary)
- 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
- An eye for detail to ensure consistency of presentation
- Experience of the networks within the Diocese of Leeds would be advantageous but not essential
- 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
- 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



Social Media-sourcing and scheduling posts for both the J&P Facebook page and the SPARK Social Justice Facebook and Twitter pages
We are assuming that this activity will take about 2-3 hrs per week

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

Managing the JandP email address
Assume 1.5 hrs per week

- Removing links that no longer work and adjusting page content accordingly.
- Proactively recommending and changing page content in discussion with the Commission member responsible for the website.
- 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 and SPARK followers on Facebook & Twitter
- 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
- Regularly checking the mail coming in on the JandP email address and actioning it / forwarding it onto relevant people as appropriate
- 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
- An awareness of the social media presence of key organisations working on social justice issues
- 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'.
- A good sense of urgent vs important
- Experience of acting as a 'gatekeeper' and deciding who gets what



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. Where we are able to obtain external funding for a project then this spend will be in addition to the core annual £10,000 spend indicated.

A number of these projects 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"> ● Organising events <ul style="list-style-type: none"> ○ Developing and disseminating marketing materials to promote events ○ Managing attendee sign up for events-including the use of web-based tools for events with a larger number of attendees ○ Orchestrating the activities on the day of an event ○ 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 ● Generic project tasks <ul style="list-style-type: none"> ○ Working with Commission members to develop funding applications for projects ○ Servicing the Project Steering Group (arranging meetings, preparing Project Status Reports, taking minutes and following up actions) ○ Ensuring that projects are fully documented ○ Undertaking monitoring and evaluation activities 	<ul style="list-style-type: none"> ● Experience of setting up meetings and taking minutes ● Experience of electronic filing good practice ● Experience of doing monitoring and evaluation for a project ● Experience of using Eventbrite or similar is advantageous but not essential ● Experience of running an event day and how to organise for it ● Confident in the use of PowerPoint and setting it up for use in events ● Experience of chasing people to ensure they deliver on their promises
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Oversight

Oversight of all 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 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 or organisations to undertake elements or all of this work must be delivered by **5pm on Friday 12 November 2021** at the latest.

Applications must be emailed to

treasurer.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 wish to undertake
4. Evidence demonstrating the key skills and experiences needed to complete each activity 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 second half of November 2021/ Evaluations will be completed, and decisions made, by **30 November 2021** and the result communicated to the successful provider(s) shortly afterwards.