



TERMS OF REFERENCE: PROJECT MANAGEMENT ACTIVITIES TO SUPPORT SPARK SOCIAL JUSTICE

Summary

The J&P Commission need the services of a self-employed project manager to organise and coordinate the activities of the SPARK Social justice project (aimed at people aged 18-30 who self-identify as Catholics within the geographic area of the Leeds Diocese).

We need the services of a person who is passionate about issues of social justice. They must have experience of successfully working with this age group, experience of developing small groups and an understanding of what makes for an effective group. A basic understanding and sympathy with the aims of Catholic Social Teaching is also required.

Background

The Justice & Peace Commission of the Leeds Diocese

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 action on social justice issues that arises from this) within the Diocese of Leeds. For further general details about the Commission see our website www.leedsjp.org.uk.

Over the course of the last 5 years the Commission has become only too aware of the 'demographic cliff' within the Catholic Church. Feedback from events organised by the Commission shows that the majority of attendees and supporters are aged 60+. Our events have generally been well-received by those who attend – but we are clearly appealing to people in the Leeds Diocese who are in older age groups.

Our evaluation is that this situation arises from two different causes: -

1. We lack recent experience of engaging younger age groups – we do not have the networks or skills to consistently engage successfully with them
2. People in this age group are just as concerned about issues of Social Justice as previous generations. However, their concern translates into action outside of the institutional church. Our anecdotal evidence is that Social Justice issues are not commonly explored in church-based groups or in liturgies. There is a heavy emphasis on compassion and only passing references, in quite general terms, to Social Justice. Consequently, people in this age group do not have many opportunities to reflect and act on issues of Social Justice in such settings.

The SPARK Project

We obtained external funding to support an initial project in 2019. This started working with schools and universities and became an online resource when the pandemic lockdowns prevented in-person activities (and being able to develop activities with people at the upper end of our target age group).

We now have funding for the project taking us through to the end of 2025. The focus is on engaging with 18-30 year olds – though some workshops aimed at year 13, and taking place within schools and colleges may also be appropriate.



These Terms of Reference describe the activities that need to be undertaken and the approach to the project. Whilst we provide some guidance about these, many aspects are negotiable, and we look to potential service providers to provide their own ideas about how best to deliver the aims of the project.

Project Impact

The impact that we are seeking to achieve from this project is as follows: -

Now

Younger adults who self-identify as catholic rarely make a connection between their faith and action for social justice. No groups, outside of educational settings, exist that are primarily directed towards action for social justice from a basis of faith.

At the end of the Funding period

By the end of 2025 there will exist a community, across 8 different settings, of young people aged between 18-30 within the Leeds Diocese. This community will be self-managing but engage with the J&P Commission in seeking help to organise online (and in-person) events addressing both social justice issues in a faith context and the leadership development of people within this community that will enable it to be both self-managing and self-sustaining.

This is the aspiration for change that we included in our funding application.

Project Approach

In summary, and based on the learnings from the initial project, the approach we have adopted is governed by the following key points:-

- We need to take further steps that support young adults taking responsibility themselves for defining a social justice agenda for action driven by Catholic Social Teaching. Our approach will be to engage people in our target age group to act as (paid) animators for a specific geographic area or around a specific issue with the aim of developing self-sustaining groups. Our budget allows for the recruitment of 6-8 animators who, over a 12-month period, could expect about £1000 for the work they undertake for the project.
- Equally important, we will provide regular leadership training for animators and others who are interested. Such trainings will be driven largely by requests from the young adults themselves.
- Creative arts provide an engaging way to undertake initial explorations of social justice issues with young adults. We will extensively use a range of creative arts professionals to explore social justice issues in different ways to engage with a wider range of young adults. This will involve organising events, in conjunction with animators. These may be in-person events with external creative arts professionals providing input or they may be online events. Again, there are budgetary amounts available for engaging creative professionals to lead workshops.
- Digital platforms provide an essential toolset for engaging with young adults over the longer term in dispersed geographical areas with poor transport networks,



such as the Leeds Diocese. Because of the pandemic, we have already used Zoom, YouTube and social media extensively in the existing project and have found them to be valuable in enabling a sense of community among young adults outside of a particular setting. Familiarity with social media and how to use it effectively in this project is essential. We currently have a person in our target age group spending 6-8 hrs per month scheduling social media posts and tweets.

- To make the outcomes of this project sustainable in the longer term, the Commission also needs to change. The initial project, due to the pandemic, only worked with educational settings. The Commission itself needs to take responsibility for maintaining and growing these links but it is expected that the SPARK project manager will also undertake some promotional work in school and college settings, where invites are forthcoming.
- The approach to developing small groups focussed on action for social justice is to recruit project 'animators'. These will be people in our target age group who will be paid to organise and facilitate small group meetings in their local area, or around a specific issue. It is envisaged that animators will be paid up to £1000 annually, depending on the number of meetings that they organise.

What do we need doing?

- Recruitment and support of project animators.
 - A training programme for animators needs to be finalised and delivered (though much of this could be delivered by other people).
 - Supporting project animators to create self-sustaining social justice action groups
 - Organising larger scale events (especially using creative arts professionals) to which members of all or several groups are invited – and some which may be open to anyone
- Delivery of facilitated workshops and meetings within parishes, colleges, and universities across the Diocese of Leeds to encourage engagement with the project. This includes follow up meetings and activities where groups express an interest in doing more.
- Promotion of the project activities through diocesan and social media channels
- Networking and developing good working relationships with the Diocesan Youth team, lay school chaplains and college chaplaincies (there are 6 universities within the Diocese and a larger number of HE and FE colleges).
- Project management –
 - development of a work plan.
 - reports to stakeholders.
 - recruitment and management of external creative arts professionals and others to undertake suitable workshops.
 - creating and managing the collection of monitoring and evaluation data and using it to provide input to reports to funders.

Key Skills and Experiences needed to complete this work

The Commission is looking for an individual or organisation who can demonstrate: -



A passion for social justice – Experience of working (either in a paid or voluntary capacity) on a social justice issue such as climate change, poverty etc. An understanding and sympathy with the aims of Catholic Social Teaching

Experience of creating and developing effective small groups – this could be in a community development setting or an issue-based campaigning setting. It would include a good understanding of what makes for an effective group and the skills that are helpful to achieving this.

Good networking skills The skills to quickly develop a good understanding of Catholic parish life and the organisations and networks that operate within the Catholic Church and how to use them. Experience of living and working in the area of the Leeds Diocese would be beneficial.

Good Communication skills The ability to vary your communication style according to your audience. Good report-writing skills (eg update reports to the Project Steering Group and to external funders). Familiarity with various social media channels and an understanding of how to use them effectively to grow awareness of and engagement with the project.

Flexibility Much of the coordination work can be done at times that suit the SPARK Project Manager. However, there will be a number of evening and weekend meetings (events led by creative professionals for example) where the project manager will need to be present.

Oversight

This project will be fully managed by the Justice & Peace Commission of the Diocese of Leeds. To facilitate decision-making, most project decisions will be delegated to a Project Steering Group. This is a group of 4-8 people comprising Commission members, members of other key stakeholder groups and one or two others with a specific interest in this project.

On a day-to-day basis, the Commission will nominate someone to provide a single point of contact for any day-to-day queries from the SPARK Project Manager.

It is expected that the SPARK Project Manager will attend the meetings of the Project Steering Group and, where necessary, meetings of the Commission or the Commission Executive.

Help and assistance needed to complete the work

Where the Commission Project Manager is unable to answer any day to day queries then details will be passed onto other Commission members or members of the Project Steering Group so that a timely response can be provided. The Commission appreciates that anyone taking on this work will from time to time, need background about the initial project, the work the Commission itself has undertaken on issues and to be able to make use of the existing network of contacts that the Commission has.

Budgetary Guidelines

Our budget for this project is for between 400 - 500hrs of work per year at £20 per hour.

Submission and Evaluation of Proposals

Submission to provide these services must be delivered by **midnight on 30 November 2022** at the latest.

Proposals must be emailed to



treasurer.jandp@dioceseofleeds.org.uk

Proposals should include the following headings:-

1. Name of individual / organisation.
2. Contact details.
3. Evidence demonstrating the key skills and experiences needed to complete these activities successfully – with a sub-heading for each item in that section.

Where the Commission wishes to further explore a submission, we will contact you within a week of the closing date and agree a date and time for a further discussion.