****

**Co-ordinator for Journey to Justice in XXX (part-time for XXX months)**

**Journey to Justice (JtoJ)** galvanises people to take action for social justice through learning from human rights movements and the arts. We have created a large network of supporters in XXXX Website:[**www.journeytojustice.org.uk**](http://www.journeytojustice.org.uk) Twitter: @freedomandjobs. This role for XXXX has been funded by XXX for a XXXX month period.

**The role**

1. **Journey to Justice XXXX co-ordinator, based at XXXXX**

The purpose of this role is to work with the local steering group and Director to design, coordinate and deliver JtoJ's project in XXXX, in collaboration with local partners and communities.

**Key tasks**:

* Develop the priorities of JtoJ XXX and maintain activities locally
* Organise occasional events/consultation meetings with local supporters
* Research into local histories and stories working with groups and individuals
* Ensure JtoJ exhibition at XXXX is well maintained XXXX (dates).
* Co-ordinate recruitment and management of the JtoJ XXX volunteer team
* Develop local networking and partnerships
* Ensure XXX supporters are informed about national and local events
* Seek new outlets for publicity and promotion
* Maintain databases and records in line with JtoJ guidelines on data protection and confidentiality
* Maintain clear and consistent communication with the national and local teams

**Desirable skills**

Some experience of project management and fund raising

Confident about networking and event management

**Essential skills**

Confident use of Word, Excel and Google Docs and social media (FB, Twitter), Mailchimp - desirable

Excellent writing and verbal communication skills and must have access to a reliable computer.

**Contact** XXXXX or XXXX for an informal discussion

**Please send your CV, naming two referees and a covering letter (max. 2 sides) to XXXXX Please outline why you are interested and how your experience and skills fit the role.**

Deadline: XXX Shorting listing: XXXX Interview date: XXXXX

Start date and induction XXXXXXX



**Job Description**

**Job Title:** Journey to Justice: XXXX Co-ordinator

**Responsible to:**  XXXX

**Fees:**  £XXXX per day

**Hours:** XXX hours per week (XXX days)

**Purpose of the Job**

1. The central aim of this post is to help plan and deliver the Journey to Justice (JtoJ) exhibition programme (see outline below) in XXX (to run XXXXX [dates]).
2. To work in close partnership with artists, voluntary, statutory and private organisations to ensure the programme meets the aims of JtoJ including creating a legacy in XXXX.
3. To seek to work with a diverse range of people in XXX on this project, especially reaching out to those who are most marginalised and in areas recognised as being socially and economically deprived.

**Duties and Responsibilities**

**Co-ordinate the development and delivery of JtoJ’s exhibition programme in XXX according** to the agreed Work Plan (see contract), timeframe and within budget. Working with the JtoJ director and JtoJ XXX Chair, this will involve ensuring there is a varied and well-planned programme of events to complement the JtoJ travelling exhibition.

**Work with the JtoJ XXX Chair on managing and serving the JtoJ XXX steering group (SG)** ensuring it meets at least every XXXX and more frequently if necessary and that members are actively participating, involved in decision making, have clear roles and adhere to the Terms of Reference as agreed by JtoJ and the SG. An important part of the SG’s remit is to envisage JtoJ’s legacy in XXX. Send written minutes to the JtoJ Director and JtoJ network within a week of each SG meeting.

**Recruit, involve and support XXX [number] volunteers** who will help plan the pilot and be the ‘frontline’ of the pilot, responsible for making sure the programme runs smoothly. Volunteers are at the heart of JtoJ’s work. The organisation is committed to involving volunteers in its continuous development and to offering them positive experiences.

**Liaise with and book** individuals and organisations whose work is in keeping with JtoJ aims and priorities. No booking should be secured - particularly involving payment – without the agreement of the SG. Offer feedback and source technical assistance, where necessary, to enhance quality of delivery.

**Support fundraising** where agreed with the funding subgroup. Identify potential funders and help with applications for funding as agreed.

**PR, Marketing Communications**

To work closely with the PR, marketing and communications sub group for XXX using local networks as identified in the Work Plan in order to ensure the JtoJ XXX is promoted in keeping within the agreed time frame. This should include links with broadcast, print and web based media, the population of web pages on the main JtoJ website [www.journeytojustice.org.uk](http://www.journeytojustice.org.uk) and creation of a dedicated Twitter account and Facebook page. This could be undertaken by a member of the SG or wider XXXX community of interest who will be responsible to the postholder.

**Partnership**

To develop good relationships with all individuals, agencies and services, to ensure they work together for the benefit of JtoJ.

To seek and develop partnerships with organisations new to JtoJ XXX.

In accordance with guidelines as agreed with JtoJ, to oversee the research and display of untold histories focused on collective action by local people who challenged injustice.

**Ensure strong data management**

Ensure content developed in relation to the JtoJ is stored centrally and is available should it be needed by the JtoJ Management Committee. Maintain Contacts list with: names, phone numbers, email and postal addresses in keeping with data protection regulations and law.

**Monitoring and Evaluation**

Help JtoJ Director and JtoJ Chair to plan and administer the monitoring and evaluation of JtoJ XXXX providing, where appropriate, feedback, audio-visual material, compelling photos, stories of change and challenging injustice, voices of people which should help inspire action on social justice and human rights.

To ensure all contacts with volunteers and participants are recorded appropriately, to maintain an adequate filing system and to ensure all monitoring and evaluation information is collected and entered on time.

To produce reports in accordance with relevant policy on confidentiality and data protection and ensure that successes and challenges are recorded.

**General**

**To ensure that all activities and anyone involved in JtoJ XXX adhere to the JtoJ Child Protection Policy (provided to the JtoJ Co-ordinator by the JtoJ director).**

To adhere to relevant Equal Opportunities,Health and Safety and Confidentiality policies and procedures when performing the duties attached to this role.

To undertake other duties and responsibilities appropriate to the post.

To represent JtoJ where appropriate at events and meetings.

**Location and Working Hours**

This post is home based. Working hours will be XXX hours per week over XXX days, plus 1 hour for lunch each day.

**This post will require the successful candidate to undergo a Disclosure and Barring Service check.**

|  |  |
| --- | --- |
| **Competencies:**  **Working together**  Proactively enables and encourages team work in others. Ability to build up trust with a team and partners, whilst maintaining a professional relationship and confidentiality.  **Communicating and influencing**  Proactively builds constructive relationships through clear communication and generates effective discussion and mutual support for plans and ideas.  **Striving for excellence**  Wants to learn and improve; responds to feedback and strives to meet objectives set by others.  **Delivering results**  Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals.  **Leading for the future**  Actively promotes JtoJ’s work and values; recognizes other’s success; generates and implements new ideas.  **Equal Opportunities**  Knowledge and understanding of equal opportunities and anti-discrimination practices  **Record Keeping**  Ability to maintain clear and accurate records. | **Skills and Experience:**  Strong project management skills and experience of delivering complex projects with stakeholders across multiple sectors and locations. Experience of liaising with a wide variety of external agencies.  Experience of developing an operational plan for a project, leading delivery of that plan and actively monitoring and adapting plans according to changing context or new information.  Ability to work with others and to engage them in delivery of a project which may require them to change something about the way that they work.  Ability to use a variety of digital and non-digital engagement channels as well as face-to-face events to inspire and enable volunteers and participants to deliver activity in line with organisational objectives and to maintain effective communication.  Strong writing skills and an ability to help the director with fundraising for the project.  Experience of delivering face-to-face programmes, ideally related to social justice, intergenerational and arts based education.  Ability to integrate core values into engagement with volunteers and participants in such a way that strengthens empathy with people who are vulnerable and marginalized.  Strong evaluative skills, desire and capability to work with a range of databases and information sets in order to enable project delivery to improve and prove pilot programme value. Ability to involve stakeholders in evaluation and accountability process.  Ability to work collaboratively, in partnership, with individuals and other organisations including by catalysing joint activity and overcoming challenges.  Local knowledge of social justice and arts organisations, arts activities. Working knowledge of local authority services and other voluntary and statutory agencies especially with reference to education, youth and community groups. |