



Start-up guide for Journey to Justice groups



Registered Charity Number 1170886

FOREWORD

In 2012 I visited civil rights movement museums in the USA. Inspired by the less told stories of children, women and men involved, I wanted to create a way for people in the UK to learn about them too. After talking to colleagues and friends, Journey to Justice (JtoJ) was founded in October 2013 in response to:

- increasing inequalities
- a narrowing curriculum making it more difficult to teach about activism, with fewer opportunities for the arts
- the need to elevate histories of 'people like us' who have made a difference individually and collectively
- a large number of people in the UK feeling powerless to effect change.

The history of struggles for freedom and rights, when taught in an engaging way, can inspire people to think about and take nonviolent action in order to create a more just society founded on human rights principles. JtoJ is led by volunteers including educators, students, youth, community, human rights and faith groups, artists, film makers, lawyers, musicians, historians, curators and trade unionists of all ages and backgrounds.

Our patrons are:

- **Leyla Hussein**, co-founder of Daughters of Eve and campaigner against gender based violence
- **Baroness Helena Kennedy QC** and **Sir Geoffrey Bindman QC**, human rights lawyers
- **Lord Herman Ouseley**, founder of Kick It Out, an anti-discrimination football project
- **Jean Stallings**, US civil rights and anti-poverty activist
- **Dr. Paul Stephenson, OBE**, community worker, civil rights activist and leader of the successful 1963 Bristol bus boycott against the colour bar.



The exhibition in Newcastle, Sunderland and Tower Hamlets

The Journey to Justice multi-media, interactive travelling exhibition is our flagship project and explores how advances in the protection of rights are hard won and cannot be taken for granted, using inspirational stories from the US civil rights movement and UK struggles for freedom and justice. We tell stories of less well-known men, women and children who were involved rather than the famous leaders and we explore factors essential for a human rights movement to succeed, such as leadership, vision and belief, planning, funding, persistence, effective tactics, numbers, training and publicity. Our juke box of freedom songs plays throughout and the exhibition includes art and poetry. Wherever the exhibition is displayed it includes a section telling local stories of action for rights and freedom from the past and present, often through the arts and researched by local people. The exhibition is a catalyst for a complementary education and arts programme which harnesses local energies and histories, planned and delivered by the local steering group and inspiring continued activity after it's gone. See www.journeytojustice.org.uk/projects

The purpose of this start-up guide is to help you plan, prepare for and organise a JtoJ exhibition programme in your area. At the time of writing there are JtoJ groups in Newcastle, Sheffield, Middlesbrough/Stockton-on-Tees, Sunderland, London, Nottingham, Bristol, Dorchester and Leicester with growing interest in Liverpool, Brent, Cambridge, Leeds, Newham, Islington, Sussex and Devon, each at a different stage of discussing, planning for, hosting or having run the JtoJ exhibition programme. It is volunteers whose dedication has driven JtoJ from the start. We hope everyone will share their experiences and learn from each other, creating networks within the partnership between JtoJ's Trustee Board and local groups. We know one size does not fit all and each area creates a programme to suit its priorities within an agreed framework. Members of the national team are always available to advise and support as much as possible.

Many thanks to everyone who has helped create this start-up guide, especially Verna Chung, our Policy Development Volunteer. It is a living document and we welcome your feedback and suggested amendments.

Carrie Supple (Director) and the JtoJ Trustee Board, October 2017

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The National Welfare Rights Organization marching to end hunger as part of the Poor People's Campaign, 1968. [Jack Rottier photo collection, George Mason University Libraries]

Templates

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| 1. Memorandum of Understanding including Finances MOU |
| 2. JtoJ constitution |
| 3. Local JtoJ co-ordinator advert and role description |
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1. INTRODUCTION TO JOURNEY TO JUSTICE

'It's so important to feel part of something.. You just have to give a part of yourself. I wasn't a leader but a seed – I had a voice. I learned to speak without fear.'

[Jean Stallings, civil rights and anti-poverty campaigner and JtoJ patron]

The history of the UK combines examples of exploitation and the denial of rights on the one hand and proud struggles for freedom, equality and the rule of law on the other. This part of our heritage is not well known and we want to elevate it.

The framework, into which all JtoJ work fits, combines our unique approach of bringing together human rights history, the arts of protest and an understanding of social change.

JtoJ strikes a chord with people all over the UK. We see it as a collaborative partnership of people working together for a common purpose – to inspire and empower people to take action for social justice, whatever their concern - through learning about human rights movements. We put Martin Luther King's words at the heart of our work:

'We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly.' (1963, while he was in prison, Birmingham, Alabama)

In December 2016 JtoJ was registered as a CIO (Charitable Incorporated Organisation) No. 1170886. Although the majority of current trustees and JtoJ's director are based in London, one third are not and if one day we decide to establish a central office, it could be anywhere.

Our Charitable Purposes

To promote human rights all over the world as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations, by all or any of the following means:

- researching into human rights issues and supporting cross community groups to tell untold stories of local history relating to human rights issues
- educating the public about human rights through organising education and arts programmes
- raising awareness of human rights issues through running training courses for adults and young people
- promoting public support of human rights issues through national programmes in partnership with local community groups
- promoting respect for human rights among individuals and corporations by telling powerful stories of the role of individuals in effecting social change

To promote equality and diversity for the public benefit by:

- advancing education and raising awareness in equality and diversity
- promoting activities to foster understanding between people from diverse backgrounds

To promote racial and religious harmony for the public benefit by:

- promoting knowledge and mutual understanding between different racial and religious groups
- advancing education and raising awareness about different racial and religious groups to promote good relations between persons of different racial and religious groups

Our Vision and Mission

Vision Everyone feels responsible for social justice and is active in promoting and ensuring it.

Mission Galvanise people to take action for social justice through learning about human rights movements and the arts.

We aim to:

- Deepen public awareness of the long history in the UK and globally of individuals and movements who take a stand for freedom, equality and human rights.
- Educate people through creative arts, history and understanding social change programmes which stimulate debate.
- Show that injustice can be challenged and that everyone has the knowledge and skills to play a role in bringing about change.
- Motivate people to take practical action for social justice.
- Build networks of people working for social justice and human rights.

Beneficiaries

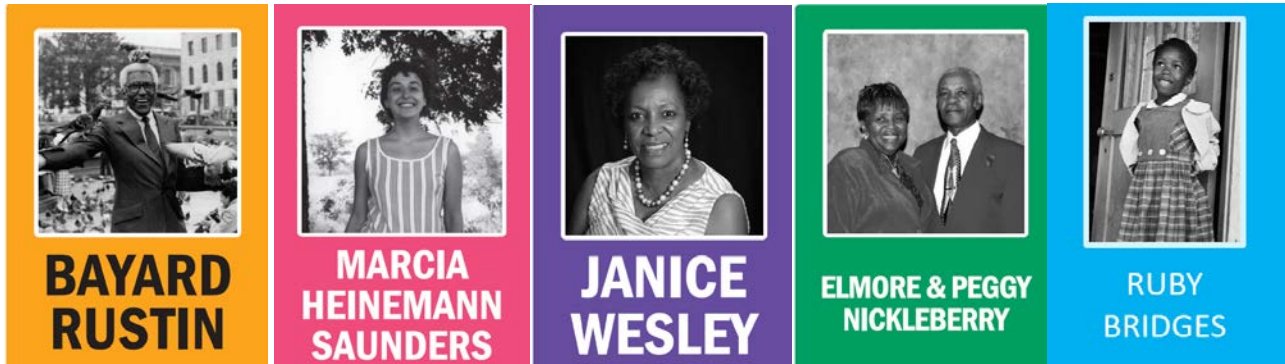
We work with all those who feel a responsibility for social justice and want to be active in promoting it and people of all ages who do not see themselves as having a voice. We aim to attract the general public as well as those who are active and we work with particular groups with specific needs in each place. Our main but not sole audience for training has been young people who are vulnerable or in danger of being, or are, NEET (not in education, employment or training). We also focus on upper primary and secondary school age students, further and higher education students and people who work with youth and community groups, in order to embed good practice. We aim to get the wider community to understand the lives and needs of the most marginalised people and to advocate for them and confront prejudice.



Working with young people in Tower Hamlets, Leyton and Sunderland

The exhibition

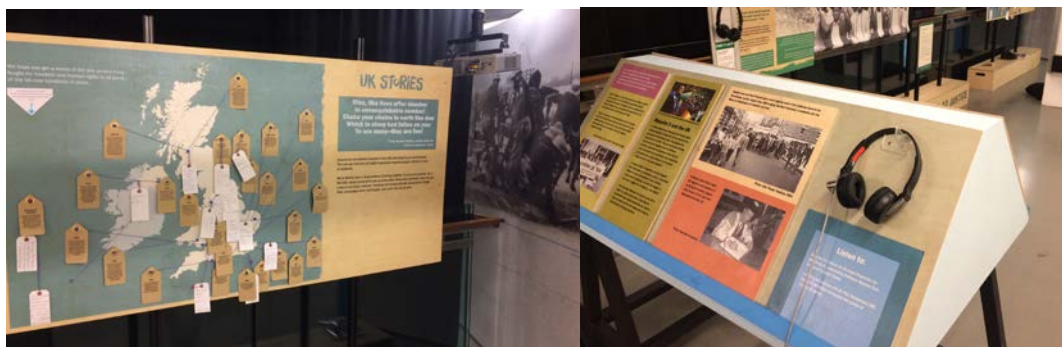
Working towards our purposes, JtoJ's first major project is the exhibition telling little known US civil rights and UK stories.



Five of the people whose stories are told in the exhibition

Ideas of human and civil rights transcend borders. The US civil rights movement is an example of a movement which succeeded in achieving meaningful reforms. It was influenced in part by concepts born in India, the UK and Germany and it in turn has had a hugely significant impact on every continent. It remains of universal significance, going beyond place and time and the issue of 'race' and racism, and helped inspire peace, gay and women's and liberation movements of the 60s and 70s. It had a profound effect in the UK on individuals, organisations, government and culture and was linked to independence struggles in 35 countries which won their freedom at the same time as it was at its height, including Jamaica and Nigeria.

In the exhibition, we use this iconic movement as a lens through which to view human rights movements elsewhere. We do not see a hierarchy of histories.



Wherever it travels, our project makes links with the tradition of protest and challenging injustice in the UK, drawing on campaigns such as:

1862 Lancashire cotton workers, despite their own hardship, refused to handle cotton from the southern states in the American Civil War in solidarity with those fighting slavery. President Abraham Lincoln wrote to thank them and there is a statue of him, commemorating the cotton workers in Platt's Field, Manchester.

1963 Paul Stephenson and many others led the successful **Bristol bus boycott** against the Bristol Omnibus Company colour bar. Black and Asian people were not allowed to work on the buses. The boycott was supported by faith groups, students, MPs and celebrities and they won on 28th August 1963, the same day as the March on Washington for Jobs and Freedom when Martin Luther King made his 'I Have a Dream' speech.

In particular, we seek to highlight marginalised stories from the local areas we work in. **Local sections of the exhibition have been fantastically varied.**



JtoJ Newcastle featured songs performed by a local choir on the juke box and employed an oral historian to train young people who interviewed local activists including two who met Martin Luther King when he came to the city in 1967 and others involved in anti-deportation and trade union campaigns.



JtoJ Sheffield included filmed interviews with local community workers and an impressive timeline of the city's human rights history as well as beautiful *arpilleras* (cloth murals) created by Chilean refugees, telling stories of human rights abuses and resistance.



JtoJ Sunderland commissioned local ceramicists to work with community groups, teaching them about their city's radical past which inspired participants to write their own journeys to justice and create art installations which are now touring.

At **Morley College, Lambeth** the exhibition featured stories of local campaigns against housing demolition and for a Living Wage and an All Together in Dignity display. **JtoJ Nottingham** created a section telling stories of: anti-poverty work in St. Ann's; Viv Anderson, the first black footballer to play for England; John Clarkson, a gay man sent to jail in 1965 before homosexual acts were partially decriminalised and the work of local Liberal activist and philanthropist Samuel Morley and Josiah Henson, a liberated slave. They also created a stunning timeline linking international, national and local human rights history.



JtoJ Tower Hamlets worked with a community group, Girlz United, who wanted to meet young women of different backgrounds from themselves and learn about their own community's history which inspired them to write phenomenal poetry.

GOVERNANCE

JOURNEY TO JUSTICE TRUSTEE BOARD (<http://journeytojustice.org.uk/trusteeboard>)

The role of the JtoJ trustee board is to:

- Set the strategic direction to guide and direct the activities of Journey to Justice
- Ensure the effective management of Journey to Justice and its activities and funds
- Monitor the activities of Journey to Justice to ensure they are in keeping with our founding principles, vision, aims, objectives and values
- Raise funds, receive grants and donations
- Apply for funds to carry out the work of the organisation
- Do anything which is lawful and necessary to achieve its charitable purposes.

JOURNEY TO JUSTICE CONSTITUTION

See Template 2.

1. CREATING YOUR JTOJ PROJECT

Based on experience of running a JtoJ programme in partnership with ten communities to date, we know the following are key to making your project a success and more likely to have an impact. Please see the summary checklist below (most of which are essential). One of the strengths of JtoJ is the varied, creative interpretations of our mission within the agreed framework. This resource also gives pointers to what might happen in Phase Two after the exhibition has left and we include a few initial examples.

Once an area has been identified as a host of the exhibition there are a number of factors to consider:



Taster sessions in Nottingham and Dorchester

We aim to hold a taster session (usually half a day) at least a year before you plan to bring the JtoJ programme to your community. This is for people from education, the arts, history, youth and community and human rights/social justice groups – anyone who might be interested (Template 4 for taster advert and programme example). Try to get everyone to become a JtoJ member. There is no charge. Details are at:

<http://journeytojustice.org.uk/about/jtoj-membership/>

A Memorandum of Understanding (Template 1) is agreed between JtoJ and the local partner(s) to ensure **roles and expectations are clear** and that there is effective collaboration and successful programme delivery. We also agree a Finances MOU with each local group (part of Template 1). The exact nature of the relationship between national and local groups is in the process of being agreed and defined.

2. ESTABLISHING A STEERING GROUP AND WORKING GROUPS



Members of the Bristol steering group



The London group meeting in Whitechapel

A local steering group will drive the delivery of the project. Hopefully your taster day will generate interest and commitment. It is important to include people on your steering group who will be reliable and proactive in achieving the aims and outcomes of the project. **Make sure everyone knows and agrees the aims and outcomes.** Membership should be drawn from individuals and organisations with relevant skills and an interest in core elements of the project and human rights. Aim at gender equality, an age range to include young and older people and diversity that reflects the ethnicities of your locality. At a minimum, aim to include representatives from as many of the following sectors as possible:

- Education (primary, secondary, alternative provision, SEN, FE, HE), arts, culture, sport and libraries
- Human rights, disabled, BME, LGBT, social and global justice groups, trade unions, law, politics
- History, heritage and museums
- Youth, community and older people's organisations
- Media, film making
- Relevant voluntary sector organisations

Once the steering group has been established, you need to agree **Terms of Reference** (Template 5) which will set out its aims, objectives and role descriptions for: Chair, Secretary, Treasurer and working groups. **You also need to designate someone to be responsible for ensuring all members are aware of JtoJ policies.**

Support roles and working groups are equally important and should be created as early as possible so that responsibilities do not fall on 1-2 people. We advise you to have, for example, an exhibition sub-group, education sub-group (to focus on schools, colleges, youth and community activities), funding sub-group and events co-ordinator, exhibition co-ordinator, website/PR and marketing co-ordinator and an administrator.

3. FINDING A VENUE



Outside the National Justice Museum, Nottingham

You will need a venue to suit the exhibition's dimensions (see Template 16 for exhibition outline with dimensions) and with space for your local stories and ideally for activities and events, preferably somewhere with an arts, education, community, history, faith, sports focus or a museum or library. It should be somewhere seen as welcoming to all and there should be no entrance charge for visitors.

Please check insurance JtoJ has Public Liability Insurance which covers the exhibition, local events and volunteers. And check risk assessments for venues and activities. (See Template 28 for an example).

4. FUNDRAISING

This cannot start soon enough. Depending on where the exhibition travels from, the project needs a minimum of **£7,000** for hire, install and deinstall, an administration fee for JtoJ national plus programme costs (see Template 8 for example budget). Local JtoJ project costs have ranged from £7,000 - £45,000 depending on the planned programme. Once you agree your budget, identify at least two people who can work together to fundraise. It is advisable to create a fundraising sub group. Allow enough lead-in time to secure funding. You should put together a fundraising strategy setting out suitable local and national funding opportunities with their deadlines. Local JtoJ groups have raised funds from local and national trusts and foundations, local government, trade unions and universities through fundraising events, merchandise, local Just Giving campaigns, personal donations, businesses and corporations, (see JtoJ ethical funding and partnerships policy, Template 31). JtoJ national can advise.

It is important to keep a record locally and centrally of where you have applied for funding to avoid duplication. Ideally a central database via the national online Slack platform will hold details of all funding bids/applications with outcomes and feedback where appropriate (Template 7). **The national team and other local groups can advise you on strategy and potential funding sources** and examples and information will be centralised on the Slack platform.



Fundraising activities in London

5. MANAGING FINANCES

You will need to create a budget for delivering the project and keep accurate records of your income and expenditure (Template 1 for the Finances MOU and Template 8 for an example of a local budget)

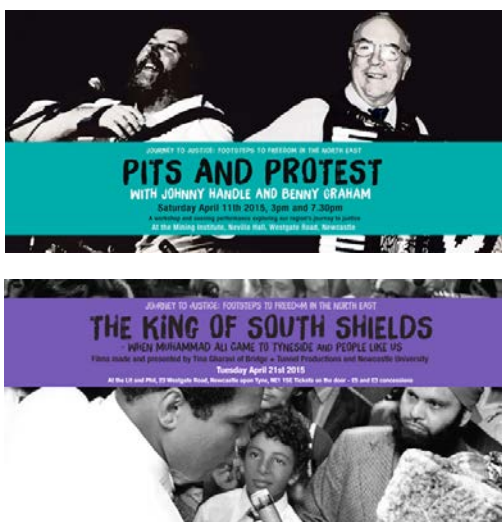
6. LOCAL COORDINATORS

Is there someone (or two people) who can take on this role either as a volunteer or paid if you can raise the funds? (Advert for a local co-ordinator Template 3). Please be careful how you advertise the role. There are legal requirements with regards to whether your wording is for a voluntary or paid role. JtoJ can provide example contracts or agreements. The person/people appointed will be responsible for recruiting and managing volunteers, co-ordinating the events programme, ensuring PR and outreach are planned and more. If possible you could recruit an Outreach Co-ordinator and Volunteer Co-ordinator.

7. MANAGING YOUR PROJECT

A Project Plan (template 6) will set out what needs to be done, when and by whom. Agree realistic timescales and ensure that you have identified the right people for tasks including researching local history, securing an appropriate venue for the exhibition etc. **Begin thinking from the start about your Phase Two** (what might happen once the exhibition has left?) so it's not an afterthought. Will you ask volunteers to remain involved? Will the steering group continue? The co-ordinator? How will you fund post-exhibition activities? Planning for the exhibition programme is very tangible, giving the group a clear goal to work towards and something to frame the experience around. When the exhibition has gone and the group has to plan something for themselves interest and commitment can wane. The post exhibition phase is up to the group to plan and execute (within the aims of JtoJ).

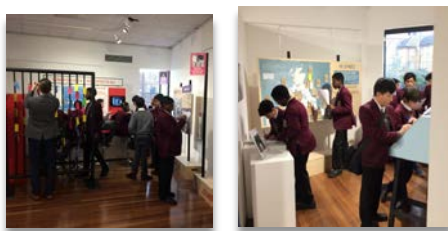
8. LOCAL HISTORY



Local history events in Newcastle

The JtoJ exhibition always includes a section on local less told stories. How will you decide what to focus on? Identify who will research, prepare and fund local histories of non violent actions/movements for human rights as part of the exhibition and wider programme. JtoJ advocates nonviolence but of course we discuss all tactics used by movements for change. You choose the period and social justice issues and form it will take. (See the variety of examples chosen so far, above).

9. INVOLVING SCHOOLS AND YOUTH & COMMUNITY ORGANISATIONS



Students from St Joseph's College, Norwood visiting the exhibition at Morley College, Lambeth

Start early! Schools need advance notice, sometimes months before the exhibition arrives, in order to plan visits either from you to them or to bring students to see it. The same goes for any training you plan (JtoJ can advise on content). Use local knowledge and networks which will lead you to the right people. **We can provide you with suggested preparation sessions** for groups you hope will visit the exhibition whether from schools, community groups, FE or alternative provision which include stories, paintings, poems and photos from the exhibition and activities exploring related themes.

10. PROGRAMME OF EDUCATION AND ARTS EVENTS



Journey to Justice events in Sheffield and Newcastle

The local JtoJ steering group plans a programme of events to complement the exhibition which might begin before the exhibition arrives. You need to plan a programme which will attract the public and target audiences. This could include training for young people and community groups starting with their needs/concerns or an arts-based project and ideally training for adults who work with them, in order to embed a JtoJ approach. We aim to be intergenerational and offer a mix of talks, walks, films, courses and activities. You can see examples of activities under the **Projects Drop Down** of the JtoJ website. It is essential a local programme includes ways in which to assess impact, make the JtoJ mission likely to succeed and that the exhibition and activities ensure sustainability. For brief case studies of JtoJ projects (Template 25) and:

Newcastle: <http://journeytojustice.org.uk/projects/footsteps-to-freedom/>

Sheffield: <http://journeytojustice.org.uk/projects/voices-for-equality>

Sunderland: <http://journeytojustice.org.uk/projects/sunderland/>

Tower Hamlets: <http://journeytojustice.org.uk/projects/tower-hamlets/>

Lambeth: <http://journeytojustice.org.uk/projects/lambeth/>

Nottingham: <http://journeytojustice.org.uk/projects/journey-to-justice-nottingham/>

Bristol: <http://journeytojustice.org.uk/projects/bristol/>

Templates

Proforma for a local project/event plan with checklist (Template 23)

Health and Safety Policy and Risk Assessment form (Template 28)

11. LAUNCH

Every JtoJ group organises a launch for its exhibition programme (see Template 15 for Press Release examples). It has taken a different form in each place and is always a great event, combining history, arts and social change (Template 17 for examples of launch programmes). In Nottingham we marched to the venue through the city with rousing speakers at landmarks associated with human rights, followed by an opening ceremony and entertainment. **Some groups organise a closing event as well.**



Launch events in Sheffield, Newcastle, Nottingham, Sunderland, Middlesbrough and London

12. VOLUNTEER RECRUITMENT AND MANAGEMENT

Each group recruits, trains and supports volunteers who subscribe to JtoJ's aims and values and Equal Opportunities and Diversity Policy (Template 26) and wish to play an active part in the project. It is desirable to have a volunteer co-ordinator. There is no 'ideal' volunteer. Previous experience has shown that a wide range of individuals come forward with something positive to offer to the project. **Ideally you will have volunteers on duty at the exhibition all the time.** The volunteer role is a good opportunity for people in search of new experiences and routes to employment or developing skills such as planning events, meeting the public, evaluation and team work. Decide how many volunteers you need and their role and responsibilities, for example:

- project planning
- on duty at the exhibition/events
- PR, communications and marketing
- fundraising
- research

Adapt the JtoJ advert, role description and standard letter to referees to recruit volunteers (Template 9 &10). You should interview applicants and get references for any who are not known to the team. It is useful to have an informal conversation (phone or email) with potential volunteers ensuring that the applicant is clear about the commitment and skills required before they apply using the JtoJ volunteer **application form** (Template 9). Start to think about volunteer recruitment early, they are essential for capturing feedback and helping at events. **Volunteers U18 are welcome but check latest policy with JtoJ.**

All successful applicants are required to complete induction training and sign the Volunteer Agreement (Template 11 please add local contact details) and a photo permission form. Those under 18 will be required to obtain a signed parental/guardian participation and photo consent form (Template 12).



Training for volunteers

Training for volunteers is usually planned and delivered by members of national and local teams together, covering the work of JtoJ, the exhibition programme, the venue and role of volunteers including a checklist (please ask for examples). **A two hour session is adequate, held at the venue ideally and once the exhibition is installed.** See the outline of suggested training programme and feedback form (Template 13) and exhibition trail (Template 18). Volunteers need to be aware of JtoJ policies (Templates 26-32 **Data Protection policy to follow**). You can set up a petty cash system for volunteers' subsistence/travel if funds exist. How will you thank them for their time? Certificates? Party?

Keep a careful list of everyone involved in your JtoJ project so you can include them on the Thanks banner which will appear in the exhibition. JtoJ has a template for you to use.

13. PR, COMMUNICATIONS AND MARKETING

Who do you want to reach? How to reach them? Where are they? What are the deadlines for key local outlets? **You will need a PR/marketing plan including social media.** How will you keep in touch with national JtoJ including with updates for social media and the e-newsletter? **JtoJ can supply examples of flyers, posters and assets** - logo/font etc. (See Template 14 for an example of a local PR plan).



14. IMPACT, MONITORING AND EVALUATION

Evaluation All your work needs to relate to outcomes for beneficiaries and the JtoJ mission. See agreed outcomes (Template 21). What will you assess? Who will do it? How? **Evaluation and monitoring plans need to be discussed early in order to agree methods and begin to capture baseline measures and each funder will have their own evaluation requirements.** Please see examples of evaluation reports:

Newcastle:

http://journeytojustice.org.uk/wp/wp-content/uploads/2016/08/FootstepsToFreedom_Evaluation1.pdf

Sunderland:

http://journeytojustice.org.uk/wp/wp-content/uploads/2017/04/Sunderland_evaluation.pdf

Case studies

When case studies are written or photos are taken of a young person or volunteer, please ensure they have given permission and have read and signed the relevant consent form (Template 12). When photographs and case studies are being stored it is advisable that a scan of the consent form be kept with the image or document. If this is not possible then a text file can be saved giving the relevant information. If the young person is under 18, permission must be from parents/guardians. If 18 and over, everyone needs to have given permission but the form is only necessary for under 18s. Case study guide (Template 24). All volunteers sign photo permissions.

Templates

Outcomes and Indicators (Template 20)

Monitoring and evaluation guidance (Template 22)

Exhibition visitor feedback questionnaires (Template 19 for examples)

Try to combine equality monitoring (Template 20) with visitor feedback to see correlations.

15. CLOSING EVENT

If possible, a closing event is desirable to mark the exhibition programme's end and the transition to Phase Two. JtoJ Newcastle held a night of music and dance and Mark Hutchinson, Sheffield co-ordinator, attended to 'receive the baton'. Nottingham's closing event was also a spectacular night for all involved.



In Sheffield the closing ceremony included Roma dancers and Roman Jilo and volunteers were awarded thank you gifts.








16. PLANNING PHASE TWO

You cannot know who and what your exhibition programme will lead to but it is advisable to build in the idea of continuation activities from the start, co-ordinated locally by a steering group if that's what you choose – and to decide how you might fund it. Perhaps people involved with JtoJ decide to join existing human rights activities rather than creating new ones badged as JtoJ. Of course, the activities which come next need have no connection with the US civil rights movement or exhibition content. For example, in Newcastle the JtoJ group was invited to run workshops at an International Development Conference and in schools. In Sheffield the local co-ordinator regularly speaks or runs a stall at events connected with LGBT rights, working for peace and organising civil rights history related walks. JtoJ Sunderland members are planning an intergenerational project and a resources toolkit for schools. They commissioned Hollie Dearing, a student photographer, to create *Hidden Stories* – a powerful collection of portrait photos and interviews with grassroots activists which was on display at the shopping centre and Civic Centre and will tour. JtoJ Tower Hamlets became a London-wide group planning events and new exhibition programmes in the city and partnering with history and social justice projects.

17. JtoJ NETWORKS

A central aim of JtoJ is to create networks of people at local and national levels who feel a responsibility for social justice and want to be active in promoting it. We are responding to suggestions and ideas from local groups for an actual and virtual network to ensure you have the means to share information. We want groups to share their experiences of Phases One and Two via the Slack platform. We hope to create a JtoJ Speakers' Bureau including activists, academics, volunteers and others. **An update on data protection to follow, in light of forthcoming General Data Protection Regulations (May 25th 2018).**

18. FILMS

| | |
|---|---|
|  | https://vimeo.com/169562985 Mark Hutchinson introduces the JtoJ travelling exhibition (3.36 minutes) <i>Sheffield Live</i> |
|  | https://vimeo.com/127012579 Journey to Justice work with school students at George Mitchell School, Leyton , Spring 2015 (12 minutes) filmed and edited by Winstan Whitter |
|  | https://vimeo.com/192959375 Journey to Justice North East pilot of the exhibition programme, 2015 (11 minutes) filmed by Hugh Kelly, edited by Prof. Steve Hawley. |
|  | https://vimeo.com/218456047 JtoJ Sunderland launch October 2016 (15 minutes) filmed and edited by Peter Storrie |
|  | https://vimeo.com/224089984 JtoJ training days for adults and young people in Tower Hamlets , 2016 (6 minutes) filmed and edited by Farad Painchun. |
|  | https://vimeo.com/224091050 Six JtoJ volunteers on why they joined JtoJ talk about their experience. (2 minutes) filmed edited by Dani Carroll. |
|  | Train the Trainers – using a JtoJ approach: history, the arts and social change 1. Introduction and Keynote https://vimeo.com/240175358 (5 minutes) 2. History & Storytelling https://vimeo.com/240172591 (7 minutes) 3. Arts Activism https://vimeo.com/240218840 (6 minutes) 4. Social Change https://vimeo.com/240172592 (5 minutes) 5. Planning & Evaluation https://vimeo.com/240216079 (5 minutes) See the JtoJ website for a link to a 30 minute film of all mini parts together. http://journeytojustice.org.uk/train-the-trainers-film/ |

CHECKLIST all essential except items in blue which are desirable

| Item | Who? | When? | ✓ |
|--|------|-------|---|
| Arrange your taster day | | | |
| Agree Memo of Understanding including Finances Memo | | | |
| Establish steering & working groups (NB data protection) | | | |
| Identify venue – check measurements! | | | |
| Agree fundraising plan and budget | | | |
| Agree outcomes and evaluation plan – appoint independent evaluator | | | |
| Appoint local co-ordinator(s) | | | |
| Develop Project Plan | | | |
| Check insurance & risk assessments (venues/events) | | | |
| Agree local history stories & plan research & curation | | | |
| Plan outreach to schools & youth & community groups | | | |
| Recruit volunteers | | | |
| Deliver volunteer training & rota | | | |
| Plan training for young people and community groups and Train the Trainers | | | |
| Plan education & arts programme to complement exhibition | | | |
| PR, communications & marketing plan | | | |
| Begin to collect data | | | |
| Plan launch (& Thanks banner) | | | |
| Early discussions for Phase Two post-exhibition | | | |
| Closing event | | | |
| Arrange meeting for post-exhibition programme plan | | | |
| Keep in touch with JtoJ networks – national & local | | | |
| Edit films, finish reports | | | |