



Journey to Justice volunteer handbook
Bringing together history, the arts and social change



JtoJ volunteers with Young Asian Voices (YAV) from Sunderland, Fighting SUS and Girlz United gathering at Idea Store Library, Whitechapel, East London (August 2018)



Hackney Half-Marathon run by volunteer Alison Wood (R) to help raise funds for JtoJ with Pat Boyer JtoJ secretary (L) and Carrie Supple, JtoJ director (May 2018)

A warm welcome from us

Dear volunteers,

We are delighted you will be joining Journey to Justice, a volunteer-led charity, on its mission to galvanise people to take action for social justice.

Volunteers play a key part in all aspects of our work, including fundraising, event organising, networking, PR, social media & communications, training, grassroots mobilisation. They are at the heart of our success and we could not be more proud of their hard work, dedication and commitment in the fight against injustice.

This handbook is written for you to get an understanding of who we are, how we work and what you can expect from us. It is important everyone feels valued and fulfils their ambitions.

We do hope you enjoy your time with Journey to Justice. Onwards...

'Your team and volunteers are doing such wonderful things in helping the next generation to be more knowledgeable and respectful of the history of struggle and their responsibility in taking over the baton for justice in future.'

Lord Herman Ouseley, JtoJ patron



L: Arianna Assenelli, Kat Bax, Parul Motin, Tania Aubeelack in Bristol; R: Lindsey Mullan, (JtoJ Sunderland Coordinator), top left & Jackie Nixon (JtoJ Sunderland Chair) third from left, with volunteers at Sunderland Museum & Winter Gardens.

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An introduction to JtoJ

In 2012, Carrie Supple visited some of the museums dedicated to the civil rights movement in the USA. She was moved by the less told stories of women, men and children involved and their extraordinary bravery and wanted to tell them in the UK.

Journey to Justice was created in October 2013 by people who believed in the power of 'ordinary people' to change the world.

We are a UK-wide human rights education charity with a growing network of grassroots groups inspired by Dr. Martin Luther King:

"We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly." (1963)

See this short film about our national work:

<https://vimeo.com/285457517>

Governance, funding and membership

JtoJ has a trustee board who have oversight of the charity and ensure we are following our mission, aims, purpose and strategy and are financially healthy

<https://journeytojustice.org.uk/about/managementcommittee/>

We have distinguished patrons from the world of human rights and activism:

Leyla Hussein campaigner against gender based violence, co-founder of Daughters of Eve; **Lord Herman Ouseley**, founder of Kick It Out – an anti-discrimination football project; **Baroness Helena Kennedy QC** and **Sir Geoffrey Bindman QC OBE**, both distinguished human rights lawyers, **Jean Stallings**, civil rights and anti-poverty campaigner and **Dr. Paul Stephenson, OBE**, leader of the successful 1963 Bristol bus boycott against the colour bar: <https://journeytojustice.org.uk/about/>



JtoJ patron Lord Herman Ouseley, JtoJ Morley College launch, Lambeth on MLK Day, January 2017

JtoJ has over 350 members from all over the UK and internationally. Membership is free and this is what being a member means:

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

There are JtoJ members in each area our travelling exhibition has visited though not all meet regularly as a group. We would like to develop the network of local members.

Funding

We are funded by a mixture of grants and foundations, trade unions, National Lottery, Arts Council, corporations, individual donors, events and selling merchandise e.g. T-shirts. Each local JtoJ group raises funds for its own projects and JtoJ at a national level raises funds for salaries, travel, publicity, the website, events, meetings, administration and more.

Our online funding is via Local Giving and anyone can donate to JtoJ using this link:

<https://localgiving.org/charity/journey-to-justice-london/>

Our vision, mission, aims and approach

Our **vision** is that everyone feels responsible for social justice, is active in promoting and ensuring it.

Our **mission** is to galvanise people to take action for social justice through learning about human rights movements and the arts.

Our **aims** are to:

- deepen public awareness of the long history in the UK and globally of individuals and movements who took and take a stand for freedom, equality and human rights.
- educate people through creative arts, history and understanding social change programmes which stimulate debates.
- 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.

Target beneficiaries - who are we for?

We are for everyone while we may work with groups who have particular needs. We work with people who do not see themselves as powerful or 'having a voice.' We aim to attract the general public, as well as those who are active. Our main target audience has been young people who are vulnerable: excluded, bullied, in care, not in education, employment or training – or in danger of these, whether in school, youth or community groups, further or higher education or alternative provision. We train adults who work with young people & community groups in order to embed our approach and make it sustainable. We would like to increase our work with adults and intergenerational groups. A related aim is to support the wider

community to understand the lives of the most marginalised and to advocate for them and confront prejudice.

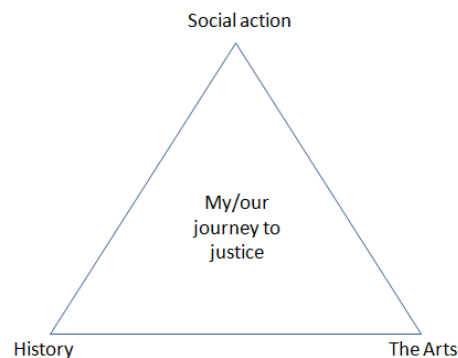
1. Our Work

We combine stories, human rights history, the role of the arts in social change and the factors which make it happen.

History/stories We believe that stories of 'ordinary' people who took and take action for justice and human rights can inspire us to become active citizens ourselves.

The Arts We show how the arts including music, poetry, dance, ceramics and visual arts are part of the struggle for social justice and in response to injustice.

Social Change We discuss factors which are necessary for change to happen including vision, persistence, leadership, allies, plans, tactics, training, funding and publicity.



Key messages

- We all have a 'voice' so let's use it whether by speaking, singing or writing
- Solidarity is key and we should support each other's struggles
- Change can happen led by people like us

[You can read about our events and projects and see our films on the JtoJ website.](#)

Our first national project is a touring exhibition telling seldom stories of 'ordinary people' in the US civil rights movement and UK human rights history who took action for equality and justice. We make links with communities wherever we go and they plan an arts and education programme to complement the exhibition while it's on display (usually 1-6 months in a library, museum, art centre, cathedral, university, college etc). The local team also plans for post-exhibition activities in their area and it is the volunteers and participants who choose topics of discussion to address. We are political of course because human rights and social justice are always about power but we are not party political. We welcome supporters of all political parties and views.



Panorama view of the exhibition at Beckton Globe Library, Newham



Seldom told stories from the US civil rights movement on 'bus stops' in our exhibition

- Watch this three minute film about the exhibition:
<https://vimeo.com/109884857>
- Find out about the stories of 'ordinary' people we tell in the exhibition:
<https://journeytojustice.org.uk/training-2/journey-to-justice-the-exhibition/>
- In each community we develop partnerships with a range of organisations concerned with education, youth and community, human rights, faith, refugees, housing, health, disability, law, media and many other sectors. See some of the places we have been and the JtoJ groups throughout the UK& the start-up guide and templates we created to guide them:
<https://journeytojustice.org.uk/training-2/start-up-guide/>
<https://journeytojustice.org.uk/training-2/templates/>



JtoJ trustee Mark Hutchinson leads a civil rights history tour of Sheffield

For details of our exhibition programmes to date, see:

Islington: <https://journeytojustice.org.uk/projects/islington/>

Newham: <https://journeytojustice.org.uk/projects/journey-to-justice-newham/>

Bristol: <https://journeytojustice.org.uk/projects/bristol/journey-to-justice-bristol-phase-2/>

Dorchester: <https://journeytojustice.org.uk/projects/journey-to-justice-dorset/>

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

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

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

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

Middlesbrough: <https://journeytojustice.org.uk/projects/middlesbrough/>

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

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



JtoJ Nottingham launch, National Justice Museum: (LtoR) Martin, Sid, JoJ supporter, Richard, Grace, Scott and Carrie

Everywhere the exhibition goes, it is a catalyst. A local steering group will choose which stories to tell from its own community, plan and deliver an education and arts programme and develop a PR and Communications strategy to promote the exhibition and the series of JtoJ events as well as recruiting a team of volunteers.

The human rights issues they choose to write about or focus on are wide ranging and mainly emphasise 'ordinary' people who take action, often using the arts.

In addition to the exhibition, JtoJ is involved in setting up education workshops and activities in schools and community groups.

Throughout the year, events are organised to commemorate an anniversary such as the Universal Declaration of Human Rights, raise awareness of our work, recruit

volunteers, fundraise, and generate conversations & debate with the public around the importance of social change and its possibility.

- Activities, workshops and events:
<https://journeytojustice.org.uk/eventsandfilms/>
- Train the Trainers (TTT):

Train the Trainers or TTT sessions, attended by teachers, youth workers, activists, artists and charity sector and community workers, are led by JtoJ experts and volunteers. They demonstrate our model of combining human rights stories, the arts and how social change works to galvanise people is shared. After a TTT, JtoJ aims to follow through to see whether attendees have been able to implement this model in their own setting. See: <https://journeytojustice.org.uk/training-2/train-the-trainers/>

'I am doing my little part to make the society we live in a better place for everyone'
- Arianna, volunteer



Northumberland Park Community School, Tottenham, 'Be the Change Day' workshop

2. Impact A few quotes to illustrate the impact of our work across the UK:

"This is the first training I've attended which inspired me to do something. It was really good. We know what the next part of our campaign is now... We needed a strategy, and now we have one." (Children North East)

"I got my passion back as to why I work in engagement." (Sunderland participant)

"JtoJ rekindled my desire to continue the fight for equality and justice for all. Sometimes life makes us complacent and 'too busy' to realize there are still many battles to be fought." (Sheffield)

"The JtoJ stories show that 'ordinary' people can stand up, take action and create change." (Bristol)

The 'Music and Freedom' project, an example illustrating wide-ranging impact as a result of a successful partnership:

Journey to Justice partnered with Living Song to set up the 'Music and Freedom project' in the London Borough of Newham. The travelling exhibition was on display at Beckton Globe library and a series of music and education events were organised.

As a result of this project, there was a greater understanding of local history and stories of people overcoming adversity through resilience and peaceful protest.

Schools students at Rokeby School, after discovering the courage and sacrifice of ordinary people for freedom and justice, plan to ensure refugee children are made more welcome and pupils at Elmshurst School, Croydon delivered an assembly on what they learned and found inspiring. Feedback from Newham, for example:

- "It's excellent! I was not aware of the trials and tribulations of ordinary people in Newham - they too had their own fight for civil liberties! Completely empowering. I had no idea there were so many unsung heroes in my community." (visitor)
- "A lovely event. I was struck by how effortlessly it was such a representation of different ethnicity, class, gender and age. So warm and festive. It created so much curiosity for the exhibition." (audience member at the launch event)
- "It was homecoming and very interesting. Intriguing, a great experience to learn." (student participant at a workshop)
- "We came back aglow from the music & debate. The boys and adults genuinely enjoyed it." (teacher)



Students at St. Anthony's Academy, Sunderland listening to Jean Stallings, December 7th 2016

3. Volunteer roles:

a) Exhibition volunteers

Exhibition volunteers play a vital role for a number of hours at the exhibition once it is installed in their local area. The training they receive ahead of the launch of the exhibition helps to familiarise them with the stories we tell and details of their role whilst on duty. Some decide to stay on as volunteers after the exhibition leaves their

community and become active with their respective JtoJ local group or involved in related human rights work.

b) PR and Communications volunteers

It is desirable for a JtoJ group to run their own PR and Communications strategy including having an active social media presence on Facebook, Twitter and Instagram pages by posting regular images and articles in relation to our/their human rights work and promoting JtoJ events or activities. They find new outlets for publicity and promotion and decide how best to get our/their message out to the public.

c) Fundraising volunteers

Ahead of the arrival of the travelling exhibition, it is the responsibility of the local steering group to fundraise for the project. Local groups should designate a small group of volunteers to co-ordinate fundraising from local and national donors, events (e.g. film shows, music, merchandise, and bake sales), crowdfunding etc.

d) Event volunteers

Events volunteers plan and help at events and training courses. Their role could include being on the welcome desk, chairing a debate, writing blogs, setting the room up, serving refreshments, facilitating workshops, making presentations, leading on evaluation and more.



Fundraiser at Ryan's: (Left) ADZ; (Centre) Dani, Diane, Tania, Magic EKJ, Kemi Sulola; (Right) Hasna D

e) Research volunteers

Research volunteers help to find out about local history and select seldom stories of local people's involvement in the struggle for justice to tell in our exhibition. They might visit archives and talk to local activists about their experience & memories. They then write up the stories and curate them ready for display.

f) Trainers

Trainers deliver workshops and lead activities around history and the arts in schools and youth & community settings to generate reflection and discussions about the participants' own issues to galvanise them to action such as Train the Trainers events:



g) Volunteer Workshops Officers

Workshop volunteers set-up current affairs and human rights sessions and activities to skill up and share knowledge among volunteers within a JtoJ local group. They choose the theme, location, time and format as well as liaise with experts, promote the workshop among volunteers and gather their feedback.

h) Presentations

Volunteers deliver power point presentations about JtoJ's work at training and public events. They can also lead an activity on stories or any human rights themes.

i) Evaluation

Volunteers look after the evaluation aspect of training and arts events. They emphasise the importance of receiving feedback to improve our future events. They help devise, distribute and make sense of the feedback to share with their local JtoJ group. We are keen to strengthen our long term evaluation as well.

j) Policy volunteers

This is a new role. Policy volunteers could help assess and update existing policies and draft new ones when needed and make sure that they are relevant and within the law. Policies are reviewed every year by JtoJ's trustees.

k) Finance Volunteers

Finance volunteers work closely with the treasurer to do various tasks in relation to income and expenditure e.g. paying invoices, banking and accounts.

l) Volunteer Coordinators

Volunteer coordinators within each JtoJ local group look after and manage local volunteers. They meet with them on a one-to-one basis to support their volunteering journey, find out what they would like to achieve and help address any concerns. They also facilitate communications among volunteers using a local newsletter sent regularly by email depending on capacity.

4. Induction, Training and Support

'From the first correspondence, I felt like I was welcome and that my ideas were well-received' Richard, volunteer

a) Induction:

You will be given an introduction to the work of JtoJ and with your local volunteer coordinator, you will negotiate and agree your role description which consists of seven key aspects:

- Your role title
- Your contact points
- The purpose and summary of your role
- Description of tasks
- Time commitment
- Training and support
- The benefits of becoming a volunteer

The Volunteer Coordinator will introduce you to the team and anyone you will be working with at one of the group meetings. You will both sign a volunteer agreement form and you will be sent links to JtoJ policies (see website for details).

b) Training:

The availability of training will depend on whether there is a local volunteer coordinator and their capacity. You will be made aware of conferences, workshops, activities, exhibitions and whether JtoJ will be hosting relevant training in your area.

c) Support:

The volunteer coordinator will organise regular support and supervision meetings to review your work, discuss your personal development and address any concerns you may have about your role and/or tasks.

- You will be asked to record the hours you have dedicated to Journey to Justice by filling up an 'hours log-in' form. You will then hand it in to the volunteer coordinator once the sheet is full.
- You will be asked to attend your supervision and support meeting with your volunteer coordinator.
- It is important that you are reliable and stick to any working arrangement that has been agreed with us as outlined in your agreed role description.
- If your meeting happens on a regular basis which is the main occasion where the feedback and planning of our activities happen. It is a requirement that you inform either the director or volunteer coordinator when you are going to be late or absent.

- If you encounter any dissatisfaction you should talk to your volunteer coordinator in the first instance and if it isn't dealt with accordingly, you are advised to talk to our director.

JtoJ is developing its online forum to connect volunteers and local groups. Perhaps this is something you are interested in helping us with?

d) What can you expect from us?

- You will receive support, review and feedback about your contribution to JtoJ.
- You will receive training around history, the arts and social change depending on capacity.
- During and upon completion of your time as a volunteer, you will be entitled to a work reference whenever needed.

e) What can we expect from you?

- To commit to the vision and values of Journey to Justice.
- To be proactive, enthusiastic and respectful to all members of the team.
- To work to the best of your ability and let us know whenever you cannot work when expected.
- To give us your feedback on events and our work in general
- To be open to learning new skills and to fully use and share the ones you have.

f) Expenses

- Reasonable authorised out of pockets expenses (travel and lunch) will be reimbursed (depending on available funds. Please check). Lunch expenses can be reimbursed up to £5. See our Expenses Policy on the website.

g) Data Protection

GDPR (General Data Protection Regulation) requires JtoJ to have an individual's consent to collect, store or use data about them. You may have access to personal information about people you are helping depending on your role therefore it is important for you to request (if necessary) more information on our data protection policy from the director. All sign-ups to Journey to Justice must be done via our website page: <https://journeytojustice.org.uk/signup/>

h) Termination of volunteering

- If you no longer want to volunteer with us please inform the JtoJ director as soon as possible by email or phone.

- You do not have to give any reason but we value your feedback as we are continually thinking about and developing support for our volunteers on their journey with us.

i) The benefits of volunteering with JtoJ

As a result of their experiences with JtoJ, volunteers have gone on to all sorts of:

- Become trustees or steering group members of other charities
- Prepare and deliver presentations and workshops at schools and conferences
- Perform their music or poetry in public
- Plan a strategy for their social justice campaign
- Run social justice projects
- Write blogs
- Organise fundraising and other events
- Change their career

We welcome suggestions of how volunteers can individually and collectively with others come up with their own ideas to spread the message of Journey to Justice and bring attention to the charity.

5. Policies (see website)

- Equality and Diversity Policy
- Volunteers' Policy, Grievance and Disciplinary Procedures
- Safeguarding Policy for Children and Vulnerable Adults
- Environmental Policy
- Data Protection Policy
- Health and Safety
- Photo Permission Form & Expenses Claim Form



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

Useful Contacts

- **Carrie Supple**, JtoJ director:
carriesupple1@gmail.com / 07711199198
- **Martin Spafford**, JtoJ trustee and trainer:
martinspaff@ntlworld.com / 07736405085
- **Patricia Boyer**, JtoJ secretary and trustee:
patriciaboyer@hotmail.com /
- **Tania Aubeelack**, JtoJ Volunteer Coordinator:
tania.aubeelack@gmail.com / 07522942975

Other

Website: www.journeytojustice.org.uk

Email: info@journeytojustice.org.uk

Facebook page: journeytojustice.org.uk

Instagram: Journey_To_Justice

Twitter handle: @freedomandjobs