



PAID PROJECT MANAGEMENT WORK WITH THE COMMISSION

Introduction

Are you passionate about wanting to eradicate poverty and caring for the Earth, together? You could be the person we are looking for. We need someone to lead our successful SPARK Social justice project for younger adults and who can help the Commission reach new audiences and raise awareness of our work by enhancing and developing its presence and visibility. Over the course of the next financial year, we have about £18,000 available to pay an individual or organisation to provide various services on a self-employed basis. This works out at about 3 days' work per week.

Background

To find out more about the Commission and what we do then see our website www.leedsjp.org.uk

What we need doing

A lot of the things that we need doing can be done from anywhere at a time of your choosing. The main activities are:

- **PROJECT MANAGEMENT** – The current sizeable project we have is called SPARK Social Justice and is aimed at younger Catholics (18-30). We need someone who can work with this age group and coordinate the activities and different people who will be involved. This is a significant portion of the overall hours. On smaller projects the activities might all be done by volunteers or minor help with marketing or logistics may be needed. In either case, we need someone to make sure that the project activities are delivered and any problems are ironed out.
- **EVENTS** - Organisation and Management – both online (Zoom) and in-person events, including doing the marketing of events as well as managing the logistics for events: booking venues and management of equipment such as projectors and laptops
- **SOCIAL MEDIA MANAGEMENT** - adding content to our social media presence through our community Facebook pages, YouTube channels and our use of email marketing.
- **NEWSLETTER** - Editing a monthly E-newsletter -including writing articles and using the existing J&P network to source articles
- **GOVERNANCE** - Servicing the meetings of the Commission, Executive, and our action groups on priority issues - ensuring key points and actions are documented and followed up

How to apply

Applications will be accepted by email only.

Your submission must contain: -

1. Full contact details, name, address, phone and email address - and the date when you would be available to start providing services
2. A heading for each bullet point given above along with evidence of your skills and experience in relation to each point. We accept that submissions will be stronger in some areas than others.

Email your submission to Joe Burns: treasurer.jandp@dioceseofleeds.org.uk

The Closing date for submissions is midnight **Sunday 13 February 2022**

An initial response will be sent out by the Commission by 20 February.

Where we wish to take a submission further then we will arrange a time to meet either in-person at the J&P Office at Hinsley Hall or via Zoom.