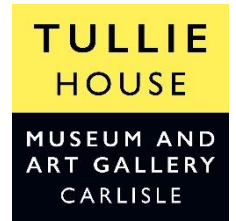


## TULLIE HOUSE MUSEUM & ART GALLERY TRUST

### HELPING HANDS EVALUATOR BRIEF



**Contract:** Freelance

**Fixed Fee:** £8000 - £10,000 to include all disbursements

**Duration:** As soon as possible until 31<sup>st</sup> March 2024

**Where:** Helping Hands covers the County of Cumbria. To enhance delivery, monitoring, and evaluation the county has been notionally divided into five clusters. Each cluster has a host organisation and Inclusive Volunteer Lead:

1. North: Tullie House Museum, Carlisle
2. West: Rosehill Theatre, Whitehaven / Theatre by the Lake, Keswick (co - hosts)
3. East: Highlights Rural Touring, Penrith
4. Central and Southeast: Brewery Arts, Kendal
5. Southwest: Barrow Full, Barrow

**Flexibility:** Hybrid working, variable hours

**Closing Date:** Noon Friday 19<sup>th</sup> August

**Interviews:** Week commencing 22<sup>nd</sup> August 2022

### PURPOSE

Working closely with the Project Manager, Data Coordinator and Helping Hands network the contractor will:

- Develop, manage, and deliver a monitoring and evaluation framework to analyse the impact of the Helping Hands Programme aligned to and reporting against ACE Outcomes: Creative People, Creative Communities and Creative & Cultural Country and areas detailed in the Volunteering Futures funding bid.
- Contribute to legacy learning, skills development, and wider celebration of the project to sustain and strengthen the volunteer experience in the cultural sector.

### KEY AREAS OF RESPONSIBILITY

1. Gather quantitative & qualitative data to evidence project outputs, outcomes, processes, and impact (e.g wellbeing, diversity of volunteers, volunteer experience, organisational change, intergenerational learning, carbon use)
2. Develop tools to use across the programme (e.g. monitoring forms, volunteer surveys, interview guides, data dashboard, theory of change models)

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3. Manage the evaluation budget, ensuring tools and materials are appropriately and proportionally invested
4. Support the Helping Hands project team and partners to deploy these tools to gather data
5. Maintain an open dialogue to share evaluation insight with the project team and partners that could enhance the delivery of the programme through the duration of the contract
6. Contribute case studies and operational insight to the Helping Hands Toolkit (a reference document to support inclusive volunteering in the future).
7. Analyse & present evaluation findings including an interim review
8. Feed into final conference to share project learning nationally
9. Conclude with a qualitative reflection workshop to measure the change, communicate impact and future recommendations
10. Complete a final report by March 2024.

## HOW TO APPLY

Please send your CV and a covering letter (no more than 3 sides of A4) describing your interest in the brief, relevant skills, attributes, approach, budget breakdown and experience to:

Kate Parry, Head of Partnership, Cumbria Museum Consortium by email [kate.parry@tulliehouse.org](mailto:kate.parry@tulliehouse.org) by noon on Friday 19th August.

## BUDGET

The guide price for this contract is in the range £8,000- £10,000.

Contractors are asked to submit a detailed budget for the work, including a breakdown of fees and allocation of time for each member of the consultant's team. Quotations should be inclusive of VAT and all expenses.

## SELECTION PROCESS

Written applications will be assessed against the following key criteria:

1. Track record and experience of similar projects
2. Response to the specific requirements of the brief
3. Proposed budget
4. Proposed methodology and timescale (including specifics on how time would be split across the contract period)

## Please Note

This brief is not exhaustive. Amendments and additions may be required in line with future changes in funding, regulation, or organisational requirements.