

Facing the Past Phase Two: Evaluator (Freelance)

Job Title:	Evaluator
Salary:	A freelance fee of £5748 to include all disbursements and materials
Location:	Lancaster with some remote/ home working possible
Reporting to:	Programme Directors
Deadline for applicants:	Midnight, Sunday 11th September 2022
Notification of interview:	Tuesday 13th September, 2022
Interviews:	Monday 19th September, 2022
Duration:	October, 2022 - August, 2023

Context

Facing the Past is an arts and research programme to reflect, reveal and redress omissions in the way the City of Lancaster has commemorated its role as the fourth largest slavery port in the UK.

Following the Black Lives Matters Movement, a group of activists, arts and heritage organisations, faith & community groups and academics came together to facilitate a meaningful response to create new agency and awareness of issues of Slavery and the historic black presence in the city.

In 2021, a programme of creative workshops, public consultation and feasibility and scoping resulted in funding from The National Heritage Lottery Fund.

Facing the Past Phase 2 was conceived following the vandalism of slave trader memorials in Lancaster Priory Churchyard and the multifaceted community response which grew. An urgent need to pull together community activity, archive and academic research has led to a cultural programme to include participatory events, public realm consultation, festivals, new research, digital mapping and training opportunities.

Purpose

The Evaluator will develop a monitoring and evaluation framework, collating and analysing data against the aims and objectives of the programme. The programme aims to engage a diverse audience and develop connections between heritage and people. The Evaluator will assess how the Facing the Past Programme engages people to take steps to involve themselves more deeply in the issues and legacy of the past and present. The Evaluator will

develop a logic model and delivery plan leading to an unbiased, robust evaluation report for our major funders, National Heritage Lottery Fund.

Key Responsibilities

The post holder will work closely with external stakeholders, participants and colleagues to devise, plan and undertake/coordinate the evaluation of Facing the Past 2.

- Develop, plan and embed a monitoring a framework for continuous programme evaluation
- Use appropriate and methodical ways of asking questions that provide robust evidence which could cover well-being, demographics, economic, social capital, learning journeys, rise to action and quality
- Embed evaluation into the heart of programme liaising with all Facing the Past Project Managers and Programme Directors from the outset
- Gather baseline data at the start of each project and comparison data set to demonstrate change over time
- Monitor progress through the adoption of a logic model to set out activities, resources and planned outputs and outcomes (or impacts)
- Communicate any deviations from strategy, objectives and respond to evidence gathering gaps/omission/ issues through timely meetings with the Programme Directors
- Provide detailed and transparent summaries of the research methods you used to collect data in relation to the numbers of people that have engaged with / or you tried to engage with your evaluation activity including limitations, statistical tests and response rates
- Analyse and interpret your data to provide evidence on outcomes highlighting areas of strength, future development, areas to improve. Provide clear conclusions and recommendations to help enable stakeholders to identify and apply any lessons learned.
- Produce a timely, clear and sufficient report evaluating project aims, objectives, effectiveness, efficacy and sustainability to inform funders, present and future meeting National Heritage Lottery Fund submission requirements

Person Specification

ESSENTIAL	DESIRABLE
Experience	
<ul style="list-style-type: none"> • Development, planning and implementation of evaluation • Developing logic models/ monitoring and evaluation frameworks 	<ul style="list-style-type: none"> • Evaluation of community archiving, museums, digital mapping, visual arts/ heritage sector

<ul style="list-style-type: none"> ● Gathering baseline data from a range of sources ● Effectively communicating with colleagues and a range of communities to engage them in evaluation, data collections and monitoring ● Experience of a host of evaluation tools and methodologies, both qualitative and quantitative ● Experience of interviewing case studies to demonstrate change/ action 	<ul style="list-style-type: none"> ● Evaluation of National Heritage Lottery funded projects ● Evaluation of social engaged arts projects
Knowledge	
<ul style="list-style-type: none"> ● Historical overview of Lancaster as the UK fourth largest Slavery Port ● Understanding of relationship cultivation ● Understanding of audience development ● Understanding of the principals and values which underpin arts/ heritage trails and the value which underpin the Facing the Past programme 	
Skills	
<ul style="list-style-type: none"> ● Ability to manage own workload, completing tasks to deadline without supervision ● Excellent advocacy, presentation and verbal communication skills with an ability to engage effectively with a wide range of people ● An eye for details both visual and textual, ability to edit and approve content appropriate to the data gathering ● Coordination of activities ensuring consistency of messaging, accessibility and clear calls to feedback/action. ● Identification of media opportunities, and networks to maximise evaluation reach. 	<ul style="list-style-type: none"> ● Digital Google Analytics, Google Forms, Survey Monkey etc ● Ability to develop creative evaluation methodologies to engaging a range of diverse groups

Qualities	
<ul style="list-style-type: none"> • Ability to build excellent relationships and work in a supportive manner alongside colleague, partners, freelancers, teachers, academics and local authority representatives • Ability to work flexibly and adapt to unforeseen problems • Commitment to equal opportunities, cultural diversity and accessible of service • Self-motivation, ability and willingness to work as part of a team • Accountability and sensitivity to issues and challenges as they arise 	
Qualifications	
<ul style="list-style-type: none"> • Relevant degree or qualification by experience 	

How to apply and the selection process

For an informal chat about the role please email facingthepast@lancasterpriory.org.

Please send a CV and covering letter no larger than 10 MB to facingthepast@lancasterpriory.org by midnight 11th September, 2022. Please tell us how you meet the experience, skills and qualities outlined in the Person Specification. Please propose how you would split the fee into materials and time if applicable. This should be no longer than 2/3 pages in either Word or PDF. Please keep your CV 2/3 pages of A4 and include two references from recent or current employers/ clients. All applications will be acknowledged with an email receipt. Should you be shortlisted, we will invite you to interview. We will assess how you meet the experience, skills and qualities outlined in the Person Specification through the application form and interview.

Fee

A total of £5748 is available. This includes your fee, materials, public liability insurance, expenses, site visit, meetings, user events, administration, meetings, VAT. The fee will be released in tranches upon competition of agreed milestones.



Lancaster & Morecambe

Primary Headteachers' Cluster

Useful Links:

National Heritage Lottery Fund Evaluation Guidance

[:https://www.heritagefund.org.uk/funding/good-practice-guidance/evaluation-guidance](https://www.heritagefund.org.uk/funding/good-practice-guidance/evaluation-guidance)

Lancaster Priory Church

<https://lancasterpriory.org/>

Slavery Tree Project

<https://www.lancasterslaveryfamilytrees.com/>

Slavery Trail

https://visitlancaster.org.uk/wp-content/files_mf/1608030019TownTrailinA4pages2020.pdf

Lancaster Black History Group

<https://www.facebook.com/Blackhistorylancaster/>

Refugee map: Wiener Holocaust Library

<https://www.refugeemap.org/>