

## **Brief for Contract with Oxford House**

**Role:** Project Evaluator

**Project:** Through the Lens: Women Pioneers, Youth Social Action, and Celebrating our Somali Community (NLHF funded project)

**Start Date:** October 2022

**End Date:** June 2024

**Location:** Remotely with and some in-person meetings agreed in advance

**Reports to:** Arts & Heritage Producer

**Organisation:** Oxford House, Derbyshire Street, E2 6HG, London

**Engagement terms:** Freelance role

**Fee:** £8000 (p/t) - inclusive of VAT and all fees, materials, expenses, and travel costs. Fee will be released at pre agreed intervals on completion of key project milestones.

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## **The Brief**

Oxford House is seeking a freelance external Evaluator to develop the evaluation framework, support in monitoring project progress, and to complete a final evaluation report for a new NLHF funded project: 'Through the Lens: Women Pioneers, Youth Social Action and Celebrating our Somali Community'.

### **Outputs:**

- 1. Devise and deliver a robust monitoring framework for Oxford House's NLHF funded project using continuous evaluation methods.** This framework will enable Oxford House to monitor the impact of our work and the delivery of the project activity plan. This framework will contain clear and accessible evaluation tools for qualitative and quantitative evidence collection. Including surveys, printed evaluation, and other agreed methods for the project. These questions will cover participant and contributor demographics, economic status, learning outcomes, participant journey and quality of project delivery.
- 2. Lead analysis and interpretation of data and identified NLHF project outcomes.** This includes interpretation of project strengths and areas of future development and conclusions. This will include support in gathering baseline data to track changes in visitor experience and learning outcomes throughout the project and across activity plan. This will enable OH stall to imbed evidence and support in gathering both qualitative and quantitative evidence for this projects report. The Evaluation will work closely with the OH Project Team to embed evaluation framework, consult on evaluation methods and offer advice when needed. This Team consists of OH Chief Exec, Arts & Heritage Producer, Archivist, Heritage Trainee.
- 3. Lead on developing evaluation reports at key milestones in project.** This includes a detailed final Evaluation Report in June/July 2022 which will bring data collected throughout project together into an evaluation narrative which is appropriate for NLHF, internal stakeholders and others.
- 4. Engage in meetings with Heritage Team outlining evaluation progress, changes and offering clear guidance and feedback throughout project.** This includes offering advice and best practice methods related to project evaluation.

## About Oxford House

Oxford House is a historic 'settlement house' established in 1884 by students and graduates who came to live and work in the East End. These 'settlers' led projects and community initiatives ranging from men's clubs, to work exchanges and adult learning initiatives for local people. Oxford House has been based in its listed Victorian building in the heart of Bethnal Green since 1891.

The outbreak of the Second World War became a defining moment in our history as Oxford House transitioned from the 'settlement house model' and became a vital community hub, reflecting its diverse local community. From youth work, projects for older people, to women's groups and community-led Somali cultural projects, Oxford House has reflected a changing East End. Today, Oxford House is a multipurpose community arts centre, still based in our beautiful, Grade II listed building and home to a theatre, dance studio, gallery, and café.

## About the National Lottery Heritage Funded Project

'Through the Lens: Women Pioneers, Youth Social Action and Celebrating our Somali Community' is a new National Lottery Heritage Funded two-year project. It will explore Oxford House's diverse post-war history through the experiences of three local communities: women, young people, and the Somali community. Our archives will be a catalyst for open research, skills development, and unexpected artistic collaborations. We will:

1. Make OH's onsite archive publicly accessible. New research, archive open days, memory collection, heritage exhibition and a new festival; led by heritage professionals, trainees, and volunteers with public participation at its core.
2. Reveal hidden stories of women at OH. Our early 1940's women 'settlers' will inspire an exciting intergenerational takeover project, led by local girls, linking stories past and present.
3. Reveal the untold stories of OH's ground-breaking youth work. It will explore 1970s antifascism, youth subcultures, and working-class activism connecting local schools with contemporary discussions through films, local walking tours, takeover events, and artistic commissions
4. Platform Somali artists and makers through an innovative pop-up 'Somali Arts Café linking our heritage past and present in partnership with this community.
5. Transforming our gallery space into an improved flexible education and creative space for these projects and beyond.

## Key milestones for appointed project Evaluator

- October 2022: Contract start
- October 2022: Initial (in person) meeting with Oxford House team to confirm requirements and key deliverables.
- October – December 2022: Develop evaluation framework
- December 2022: Evaluation Framework/ tools agreed
- January 2023: Framework Implementation Training Session
- March 2023: Progress Meeting
- July 2023: Interim NLHF Evaluation Report
- September 2023: Progress Meeting
- January 2024: Development of additional volunteer evaluation framework tools
- June/ July 2024 NLHF Final Evaluation Report Submitted

## Essential Skills and Experience

Skill / Experience	Detail
Clear and Demonstratable Experience of devising and delivering evaluation frameworks on NLHF funded projects.	<ul style="list-style-type: none"> <li>• Leading evaluation of National Heritage Lottery funded projects</li> <li>• Commitment to developing inclusive tools and evaluation frameworks across difference ages and life experiences.</li> <li>• Commitment to supporting best practice in participatory arts and heritage evaluation projects</li> <li>• A robust approach to developing evaluation tools which are accessible and widely used</li> <li>• Experience devising qualitative and quantitative evaluation tools including (monitoring forms, surveys, volunteer feedback, interviews etc)</li> <li>• Experience of developing evaluation tools for all ages and abilities</li> <li>• Ability to work flexibly and respond /adapt to project changes</li> <li>• Experience working with supporting evaluation projects involving volunteers</li> </ul>
Experience gathering data in varied forms for the purpose of evaluation.	<ul style="list-style-type: none"> <li>• Experience developing evaluation tools for NLHF projects</li> <li>• Clear understanding of various evidence gathering platforms including google analytics, survey monkey and digital / social media analytics</li> <li>• Ability to analyse and interpret data and reach clear conclusions</li> <li>• Supporting OH staff team and volunteers to implement the evaluation tools and framework across this project so that appropriate data is collected</li> </ul>
Track Record developing Evaluation reports (both interim and final)	<ul style="list-style-type: none"> <li>• Excellent oral and written skills</li> <li>• Strong knowledge and experience of interpreting and presenting data of various kinds keeping in mind difference audiences</li> <li>• Experience developing evaluation case studies</li> <li>• Understanding of audience development and journeys</li> <li>• Fantastic communication skills with a range of stakeholders including OH Team, project participants and funders</li> </ul>

Project Management Skills	<ul style="list-style-type: none"> <li>• Ability to manage own time and communicate effectively with team</li> <li>• Meeting project deadlines</li> <li>• Must be willing to work collaboratively, and respectfully with stakeholders and project</li> <li>• Adapts and changes with project and clear problem-solving skills</li> <li>• Highly self-motivated and able to manage time effectively</li> </ul>
Commitment to quality and Diversity	<ul style="list-style-type: none"> <li>• Experience working with diverse stakeholders including community members/ organisations, schools, artists, and heritage professionals</li> <li>• A commitment to removing barriers for project participants</li> <li>• A commitment to creative solutions which enables more people to take part</li> <li>• See below for more on quality and diversity commitment</li> </ul>

### Equality and Diversity

Oxford House is based in the heart of East London, and we want our staff and volunteers to reflect this. We actively value and encourage applicants from a range of backgrounds and lived experiences to apply for this role. Oxford House (OH) strives to be an equal opportunities service provider and employer. OH, recognises that many groups of people within society suffer disadvantage, harassment, or discrimination in many aspects of their lives, thereby devaluing them and denying them their basic rights. OH, commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. OH, recognises that many people have different lifestyles and responsibilities that make demands on them as carers for children, family, or partners. OH, seeks to ensure equality & diversity throughout services, employment, and management by providing appropriate encouragement where necessary to enable all types of people to play an active role and advance within its structure. OH, seeks to raise awareness within the organisation and amongst members and users of the various forms of discrimination and to promote efforts to combat it. OH, will train all its staff and volunteers in equality & diversity to ensure that they are up to date with any new legislation. All forms of discrimination, abuse or harassment by staff will be regarded as disciplinary offences and dealt with in accordance with OH disciplinary procedures.

### Copyright

The copyright for any material produced during the contract will be the property Oxford House

### How to Apply:

#### Please Submit

- Project Proposal. This should be a short plan outlining evaluation focus, methodology/approach to delivering brief. (This should be no longer than 3 pages).
- Outline of previous experience including CV
- Project Fee details including any expenses (if applicable)
- Email this information to [jobs@oxfordhouse.org.uk](mailto:jobs@oxfordhouse.org.uk) by Monday 26 September 2022. 12noon)
- Interviews will be held on 5 and 6 October
- To speak to a member of staff about this project before applying please email us to arrange a call.