Evaluation Consultant, Community Volunteering

Art UK Capacity Building programme

About Art UK

Art UK is an art education charity on a mission to make the art in UK public collections accessible to everyone – for enjoyment, learning and research. It enables a global audience of five million people a year to learn about the UK's national art collection by digitising artworks and telling the stories behind the art. In addition to innovative engagement tools such as Tagger and Curations, Art UK is currently working on new initiatives including a major learning programme, making this a truly exciting time to join the organisation. Art UK is the operating name of the Public Catalogue Foundation, a charity registered in England and Wales (1096185) and in Scotland (SC048601). For more information, please visit artuk.org.

Art UK's Capacity Building programme

This two-year community volunteering programme, funded by The National Lottery Heritage Fund, will grow and diversify the number of volunteers who support Art UK's activities and the ways in which they support us.

During this programme, Art UK has employed a Community Volunteer Manager. Their role is to develop, manage, and grow an interactive, online Tagger community; develop and deliver in-person Tagging volunteer and community events, to be tested and evaluated in Stoke-on-Trent; develop and manage a network of online Collection Research Volunteers; and promote volunteer opportunities to a wide range of people to increase diversity in our volunteer network.

Project evaluation

Art UK's project evaluation will:

- ensure clear robust data gathering, collation and analysis for the project,
- ensure the staff and volunteers involved with the project understand the aims of the evaluation and why it is being undertaken,
- inform the early stages of the projects as to where any changes need to take place to achieve the project aims and objectives,
- use the evaluation process to ensure that project aims and outcomes are met,
- adapt the project in response to the evaluation.

The consultant will work with Art UK to produce an evaluation toolkit written in accordance with [The National Lottery Heritage Fund guidelines](#) and instructions on how to share evaluation results, including recommendations for channels and methodologies to reach relevant stakeholders.

All project areas will be monitored to ensure that the full potential of the project is achieved across The National Lottery Heritage Fund outcomes.

Key quantitative and qualitative measures of success are:

- 1,000 people tag artworks over the two years of the programme.
- Six in-person activities take place in Stoke-on-Trent, with over 120 participants of different ages, skills and backgrounds.
- 50 Collection Research volunteers are recruited and trained.
- 24 new stories about collection exhibitions and events will be published on Art UK. Stories and interpretation of the artworks are included with their record on Art UK.
- Number of unique annual users of Art UK increases from 5.2 million to 7.5 million by the end of the programme.
- Project participants develop and learn new skills.
  - Targets:
    - 50 Collection Research Volunteers are recruited and trained.
    - 120 people take part in in-person activities in Stoke-on-Trent.
    - Community Volunteer Manager receives training in their role.
- Project participants as volunteers, staff and activity participants are benefiting individually and collectively, and have greater wellbeing.
  - Targets:
    - Sustained engagement with 50 volunteers contributing to the project as Collection Research Volunteers.
    - High attendance at the in-person meetings in Stoke-on-Trent, with over 120 participants of different ages, skills and backgrounds taking part.
    - Over 90% of volunteers report a high level of wellbeing, engagement and happiness.
    - Project staff and volunteers report that their wellbeing has increased from the baseline recorded at the start of the project and that they have made an important contribution to the project.

As the project progresses, Art UK will share the results of the project evaluation with stakeholders, funders and interested parties within the heritage and museums sector. Staff from Art UK will attend conferences within the UK to share information on the project. Stories and articles, written by project staff, volunteers and partners, will also share best practice and lessons learned, and celebrate project participants.

Evaluation Consultant

Art UK is looking for an experienced consultant to develop, implement and review the evaluation programme for the community volunteering project.

The consultant will be engaged to produce evaluation of the programme at end of year one and a final full evaluation report at end of year two.

The consultant will be required to:

- Help staff to develop evaluation processes appropriate for the evaluation of the different elements of the project, including online and in-person engagement, wellbeing of staff and volunteers, and volunteer contributions.
- Work with staff to develop the tools to collect and collate data.
- Produce a report of evaluation findings and recommendations at the end of year one of the project, assessing the success of the project activities against a set of key outcomes and advise on any improvements needed to ensure project outcomes.
- At the end of year two, produce an end of project evaluation report, including a final review of all project activity and evaluation, identifying what impact the project has had and assessing the quality and value of training. The report will assess the success of the project activities against a set of key outcomes and review the original aims and objectives of the project and assess if these have been met.
- Produce evaluation in line with The National Lottery Heritage Fund Evaluation guidance.

The consultant must have:

- Experience in developing and implementing monitoring and evaluation systems.
- Experience of analysing monitoring, evaluation and impact assessment data in order to draw meaningful conclusions and reports.
- Excellent IT skills.
- Experience of training and supporting others, including volunteers.
- First-class written and spoken communication skills and the confidence to engage effectively with a range of people.
- Self-motivation and reliability.
- Experience of working on National Lottery-funded educational or activity projects.

Proposal to Tender

The consultant's proposal to tender for this work should be no longer than four pages of text (not including a CV, which can also be attached).

The tender should include details of:

- A methodology explaining how the brief requirements will be delivered.
- The relevant experience and competency possessed by the consultant and other personnel who will work on the project.
- Previous experience relevant to this contract – examples of at least two specific projects should be cited giving reasons why this experience is relevant. Demonstrating any experience of similar National Lottery-funded projects would be desirable.
- Two references from clients of similar work.
- Information on the consultant's professional indemnity insurance.

Please send your tender to recruitment@artuk.org by 9am on Monday 24 June 2024.

Interviews will be held via video call on Wednesday 3 July 2024.

Payment Terms

The budget for this work is £10,000 (+ VAT), inclusive of expenses.

Payment dates within each project year will be agreed with the appointed consultant.

Appointment Terms

The consultant will be appointed for the full project term.