



Evaluator

Thank you for your interest in the role of “Water and Wellbeing” Evaluator for LEVEL Centre. This pack includes information about the role and organisation.

Job title:	“Water and Wellbeing” Evaluator
Contract:	Over a two year period. Project scheduled to complete in January 2026
Fee:	Inclusive fee of £8000 (inc. VAT)
Location:	Remote with occasional site visits relevant to the project
Responsible to:	Executive Director, Engagement and Projects Coordinator
Job Purpose:	The Evaluator will assess and evaluate the “Water and Wellbeing” project, a two-year funded programme supported by the National Lottery Heritage Fund. The project is being led by LEVEL Centre.

About Level:

Level is a contemporary Arts Centre in Rowsley in Derbyshire supported by Arts Council England. We're open year-round with an exciting programme including visual, digital and performing arts. We present exhibitions and digital installations, alongside artists residencies and creative workshops.

Level is a registered charity that 'Celebrates the Art that Difference Makes'. Everything we do has a value, our support goes beyond creativity, offering experiences that make a difference.

We work with:

- Learning disabled and disabled people
- Artists, performers and interesting people

- Our Derbyshire community
- Cultural and creative organisations
- National and International partners

Our Mission (why we exist): We celebrate the art that ‘difference’ makes

Our Vision (what we want): We unlock the unique talents of disabled creatives. We show the world how powerful ‘difference’ can be.

More information: www.levelcentre.com

Project overview:

“Water and Wellbeing” is a two-year funded programme supported by the National Lottery Heritage Fund, providing a weekly engagement programme for members of LEVEL Centre’s Youth Collective. Youth Collective is a creative group for young people aged 13 – 18 years who are autistic or neurodivergent. The project’s aim is to create an inclusive and accessible heritage experience, empowering participants to explore, celebrate and contribute to local heritage, helping them to feel more connected to the place they live.

Derbyshire’s rich heritage revolves around water, from giant cotton mills harnessing water power, to the discovery of natural thermal springs, which transformed communities from mining towns to fashionable tourist meccas.

Led by LEVEL Centre, the project will explore this through a range of experiences – trips to local heritage sites, local research and experimenting with traditional craftsmanship. This will inspire the creation of content and interpretation for a display of work by Youth Collective, held at LEVEL Centre and Bakewell Old House Museum.

The project commenced in January 2024 and is scheduled to complete in January 2026.

Key objectives:

- Engage with Youth Collective and tailor the evaluation process to be an inclusive and accessible process, meeting the needs of the participants.
- Ensuring content developed by Youth Collective is relevant to the themes and outcomes of the project and National Lottery Heritage Fund outcomes, particularly in showing how young people who are neurodiverse or autistic engage with and gain a greater understanding of the rich heritage of Derbyshire.

- Empowering participants to explore and interact with their local heritage through a range of trips and interactive sessions.
 - Outcomes produced by Youth Collective are suitable for public display and will enable audiences to learn about heritage from a young person's lens.
 - Fostering a sense of ownership, pride and contribution among the participants.
 - Engage parents, carers and facilitators in the evaluation process.
 - LEVEL Centre will capture data stories as part of the Most Significant Change evaluation methodology and share these with the evaluator to inform their findings.
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Evaluator Role Description / Scope:

The evaluator should assess the following aspects of the Water and Wellbeing project, using a range of methodology and a series of deliverables:

- **Effectiveness:** Determine the extent to which Water and Wellbeing has achieved its objectives and outcomes alongside the needs of the National Lottery Heritage Fund.
- **Impact:** Assess the short-term and long-term impact of the project on the participants' understanding of heritage, sense of belonging, and overall well-being.
- **Accessibility and Inclusivity:** Evaluate the measures taken to make heritage activities accessible and inclusive for young people who are autistic or neurodivergent.
- **Collaborators:** Analyse the level and engagement among staff, participants, parents/carers, heritage specialists, facilitators etc.
- **Public Facing Outcomes:** Review how the wider community engages with the exhibition and digital installation.
- **Challenges and Lessons Learned:** Identify any challenges faced during the project and the strategies employed to address them. Draw lessons for future similar initiatives.

Methodology:

- The evaluator should propose a mixed-method approach, combining qualitative and quantitative data collection methods considering accessible methods.
- **Surveys and Questionnaires:** Gather feedback from participants, parents, carers, staff, facilitators and any relevant stakeholders.
- **Interviews:** Where relevant and utilise stories gathered by LEVEL Centre staff using the Most Significant Change methodology.

- Observations: Where relevant, observe project activities to assess engagement, inclusivity and wellbeing.
- Case Studies: Develop case studies highlighting experience, change and outcomes.

Deliverables:

- An evaluation plan outlining the proposed methodology and accessible data collection tools.
 - An interim report after the first year, providing preliminary findings and any recommended adjustments.
 - A comprehensive final evaluation report detailing the project's overall impact, effectiveness, heritage learning, challenges faced and lessons learned.
 - A presentation of the final evaluation findings including a presentation for the LEVEL Centre Board.
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Experience:

Applicants should demonstrate the following:

- Experience in evaluating heritage projects or similar community-based initiatives.
 - Knowledge, understanding and training in the field of autism and neurodiversity.
 - Ability to work with young people and ensure an inclusive evaluation process.
 - Familiarity with the local heritage and community context in Derbyshire.
 - A valid DBS (enhanced) and safeguarding awareness.
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Timeline:

The tentative timeline for the external evaluation is as follows:

- Proposal Submission Deadline: January 2024
- Evaluator Selection: February 2024
- Evaluation Plan Submission: March 2024
- Interim Report Submission: January 2025
- Final Report Submission: December 2025
- Presentation of Findings: January 2026

Terms & Conditions:

Agreement: The evaluation will take place over a period of two years. The project is scheduled to complete in January 2026.

Freelance Fee: An inclusive fee of £8000 (inc. VAT). The budget for the external evaluation should include all expenses related to the evaluator's time, travel, data collection, analysis, and reporting.

Hours: The freelancer will allocate the time required to complete and fulfil this agreement. Visits to the project to be discussed and scheduled with LEVEL Centre.

Location: The freelancer will work remotely. Scheduled visits to Derbyshire are required for on site evaluation purposes.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all freelance contractors to understand and promote this policy in their work.

Health and safety

All freelancers have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

LEVEL Centre is committed to safeguarding and protecting the welfare of everyone and expects all staff, freelancers and volunteers to share this commitment. A satisfactory Disclosure and Barring Service (DBS) enhanced check will be required.

Confidentiality

All evaluation-related data, documents, and communications should be treated with utmost confidentiality and used solely for the purposes of this evaluation.

How to Apply

- Please submit an evaluation proposal (no more than 2 sides of A4). The proposal should outline your approach to evaluating this project and highlight any relevant experience.
- Up to date CV including two referees relating to a similar role.
- Equal Opportunities Monitoring form (optional).
- Interested applicants should submit their evaluation proposal and CV via the LEVEL Centre website on the opportunities page:
www.levelcentre.com/opportunities

We are happy to accept your evaluation proposal submission in the following formats:

- Written submission that is no more than 2 sides of A4
- Video submission that is no longer than 5 minutes – BSL, Makaton or spoken
- Audio submission as an MP3 or WAV file, that is no longer than 5 minutes.
Please clearly label your files with your name

Proposal Submission Deadline: 9am Monday 29 January 2024

Interviews: Online on Tuesday 6 February 2024

We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our team as they are under-represented within Level Centre's workforce. We'd like you to complete an Equal Opportunities Monitoring form, but this is optional.