

Brief for Health and Wellbeing Evaluator - Sustainable Collections Projects

Kirklees Museums and Galleries

ABOUT US

Kirklees Museums and Galleries (KMAG) manage three museums, two historic houses, an art gallery and a country park along with a huge collection of objects, and fine and decorative art held in trust for the people of Kirklees. KMAG have received Arts Council Funding for a project called Sustainable Collections which seeks to make our collections and sites more accessible and to reach new audiences. Two key components of the project are to develop our volunteering programming and to improve the health and wellbeing of Kirklees Residents.

Our Volunteers currently range from Friends Groups who fundraise and run events, to our Country Park Volunteers who maintain our country park and gardens.

AIMS

We are seeking to commission an Evaluator to measure the health and wellbeing impact of our volunteering programme and outreach projects, with the following aims:

- To provide robust evidence for our funders and policy makers to inform good practice, decision making and policy
- To provide Kirklees Museums and Galleries with data and feedback to improve our volunteering model
- To support our Volunteers to reflect on and consider their own experiences and wellbeing through the evaluation process
- To explore Kirklees Museums and Galleries Service's role as a key setting for social prescribing
- To demonstrate, where possible, the wider social return, financial value and economic impact.

We have secured funding for Year One of the project (April 2016 – October 2016). We also have plans in place for Year Two (November 2016 – October 2017) but please note Year Two of the project is subject to us securing Year Two funding from the Arts Council.

WHO ARE WE LOOKING FOR?

We are looking for a Consultant or a company/consortia, to support us in this important project, who can demonstrate the following skills and abilities:

- ❖ Ethical and transparent in their processes with a proven track record in evaluation, ideally with experience of measuring health and wellbeing outcomes of individuals
- ❖ Can demonstrate rigour within their research, data gathering and analysis
- ❖ Able to identify good practice and integrate this into the evaluation
- ❖ Employ creative techniques where appropriate
- ❖ Are sensitive to the backgrounds and needs of our Volunteers
- ❖ Can present evidence in a language understood by health professionals and commissioners such as the CCGs and Kirklees Council
- ❖ Will work in collaboration with Kirklees Museums and Galleries and keep in regular dialogue throughout the project

- ❖ Good knowledge of the cultural sector and able to help us identify the unique attributes of Volunteering in Museums and Galleries.

YEAR ONE KEY TASKS (Funding secured)

There is some flexibility with regard to how these key tasks are delivered, which can be discussed at interview.

- 1) To develop a methodology for evaluating the health and wellbeing impact of our project (in consultation with our project team), which is recognised by government and health bodies. This might include using some of the following measures: NEF 5 Ways to Wellbeing, ONS National Wellbeing Measures, Quality Adjusted Life Year (QALY) values used by health bodies, PANAS measures or UCL wellbeing measures (for our short intervention, outreach projects). This will involve dialogue with Kirklees Sport and Physical Activity Team regarding their health and wellbeing measures and other partner agencies. It will also require collecting data relating to the demographics of Volunteers/ Participants and some general satisfaction and feedback questions.

The individuals we would like to be included in the evaluation are:

- Our current Volunteers. These include weekly Volunteers at our Country Park, occasional Volunteers at Parkrun events and regular Volunteers who lead Nordic Walks.
 - A selection of our long term Volunteers who are active members of our Friends Groups.
 - New Volunteers that we recruit for a test project (a 3 month project taking place July – September 2016). Including ‘before and after’ interviews.
- 2) To complete a Year One Evaluation report which includes infographics, case studies and qualitative data relating to the Volunteer experience.

YEAR TWO TASKS (Subject to funding)

- 1) To make any adaptations required to the Year One methodology to evaluate the health and wellbeing impact of volunteering for our new Volunteers recruited during Year Two of the project.
- 2) To develop a method for evaluating the health and wellbeing impact of our short term interventions with community groups including our Museum in a Boxes (loan boxes that are used in residential homes, community venues etc.) and Pop up Museums (temporary mini exhibitions at public venues and businesses in Kirklees)
- 3) To develop a robust questionnaire (or other method) that we can use to measure the health and wellbeing of future volunteers (pre and post volunteering)
- 4) To complete a Final Evaluation report, ideally including some infographics within the content that we can use to summarise the evaluation.
- 5) Represent the ‘Volunteer Voice’ through case studies and other qualitative data— this could be presented through text, film, images, pictures etc. A creative approach would be welcomed.

All copyright for the Evaluation reports and associated documents will be held by Kirklees Museums and Galleries.

BUDGET

The Year One budget available for this role is £5,000. The Year Two budget which is subject to confirmation of external funding from the Arts Council is £5,000.

This budget is inclusive of VAT and travel (travel will be required across Kirklees including visits to Oakwell Hall, Tolson Museum and Red House Museum). Payments will be scheduled in three stages with instalment one paid on completion of the Methodology, instalment two on completion of the Year One report and the final instalment on completion of the Final report.

TIMESCALES

Friday 29 th April 2016	Deadline for Expressions of Interest
w.b 2 May 2016	Shortlisting
9 th May – 20 th May 2016	Interviews
w.b 23 May 2016	Successful applicant notified
w.b. 30 th May 2016	Project Briefing
6 June – 30 Sep 2016	Year 1 Evaluation
28 October 2016	Year 1 Report Submitted
June – Sep 2017	Year 2 Evaluation (subject to funding)
End October 2017	Final Report Submitted (subject to funding)

HOW TO APPLY

Please apply with your CV, and a written quotation which includes the following:

- An outline of how you would fulfil the brief
- A breakdown of estimated costs
- An assurance that the milestones can be met
- An outline of similar projects which you have delivered and email contact details for two referees
- Trading status (company or sole trader details)
- Details of insurance cover, public liability, professional indemnity or other

Send your responses (and any questions regarding the brief) to:

Becky Bracey

Volunteer Support Officer

Email: rebecca.bracey@kirklees.gov.uk

Tel. 01484 221000

Working week - Wednesday to Friday



Kirklees Museums and Galleries

Kirklees Council, Directorate of Communities, Transformation and Change
Communities and Leisure

*Inspiring and supporting more people to be more active and creative,
feel safe and be involved in their communities.*