



## Weaving Stories: Project Evaluator Job Description

Fee: £3,400 for 17 days work over a 13 month period (£200/day rate)

Location: Bradford Cathedral

### **Aims**

- Develop and implement an evaluation framework to assess the impact of the “Weaving Stories” project.
- Collect and analyze data to ensure the project meets its aims of connecting Bradford’s heritage to its community through history, story, and art.
- Produce a comprehensive evaluation report to inform future projects and legacy planning.

### **Key Responsibilities**

- Create a robust and creative evaluation framework in consultation with the project panel.
- Design tools and methods to gather both qualitative and quantitative data.
- Gather evaluation data from a range of project participants, including diverse community groups.
- Equip other team members with evaluation tools where appropriate.
- Compile a comprehensive evaluation report at the project’s conclusion, highlighting achievements, learnings, and recommendations.
- Work alongside the project manager, project panel, and other contributors to embed evaluation processes into project activities.
- Ensure all evaluation activities comply with the Cathedral’s safeguarding policies, especially when engaging with children and vulnerable adults.

### **Person Specification**

Essential:

- Proven experience in evaluating projects, particularly in the heritage or arts sector.
- Ability to design creative, engaging, and accessible evaluation tools.

- Experience working with diverse groups across languages, cultures, and abilities.
- Strong organizational skills, including the ability to manage time effectively across a long-term project.
- Commitment to safeguarding, with a willingness to undertake safeguarding training.

Desirable:

- Knowledge of Bradford's diverse population and cultural heritage.
- Experience of working creatively in Bradford with local groups.
- Demonstrable ability to meet deadlines and deliver projects on time.

#### Safeguarding Requirements

- The successful applicant must adhere to the Cathedral's safeguarding policies and procedures and complete a safeguarding induction before commencing work.
- If the role involves regulated activity with children or vulnerable adults, a satisfactory Enhanced DBS Check must be obtained.
- Safeguarding responsibilities include reporting concerns promptly and following Cathedral procedures.

#### **Key Dates**

Deadline for Submissions: 23rd January 2025

Interviews: Week of 3rd February 2025

Project Commencement: Week commencing 17th February 2025

Project Completion: Week commencing 2nd March 2026

#### **Application Process**

Interested applicants should submit a CV, two references, and a covering letter outlining their suitability and interest in the project.

Applications should be sent to: [ned.lunn@bradfordcathedral.org](mailto:ned.lunn@bradfordcathedral.org)

The successful applicant will be employed on a freelance basis and will be responsible for their own tax and National Insurance reporting.