

## Project Brief

### Freelance Project Evaluator – *Resilient Alma Project*

#### Cumbria's Museum of Military Life

##### Background to Project:

Based in Carlisle Castle, the Museum looks after a comprehensive military collection with strong ties to Cumbria and the Castle. We are continuing the onsite military presence which extends from the Romans to present day.

However, the pandemic has seen us stop, and reassess our situation. We know we need to refocus and become more sustainable. As part of our plans, we secured NLHF funding to help us become more robust and resilient, to future-proof the Museum.

Our journey will include:

- a review of our Governance and the upskilling of trustees
- external support to upskill staff and develop their confidence
- investment in our digital infrastructure to offer additional services to rebuild and engage with our existing audiences, reach new audiences, and build staff and volunteer digital capacity. This includes a digital strategy and action plan
- the recruitment of a Learning and Access assistant post to engage with families and schools and help develop digital resources to re-establish audience engagement
- the review of our financial strategy and training for staff to develop new streams of income, both inhouse and online

##### The Brief:

We are seeking an experienced freelancer to work with the project team to develop an evaluation framework for implementation throughout the *Resilient Alma Project* (2021-2025)

The framework must include:

- A timeline with suggested evaluation processes to be scheduled throughout the project lifetime
- Development of targets and outputs in conjunction with the Project team
- Continuing collation and analysis of data and evidence
- Production of interim report for year 1
- Support and advice to enable the project team to continuously evaluate the project
- Data and information for the final project NLHF report

The project team are keen that this process should provide confidence and skills to develop staff evaluation ability outside of this project's lifetime.

##### Budget and timescale

The budget available for this piece of work is £2,300 plus £200 for materials = £2,500.00

Payment schedule will be agreed at the beginning of contract. The final £500 will be payable at the end of January 2025.

This piece of work will run throughout the project, starting December 2021 to the end of the project in 2025. Timescale and contact are flexible and can be negotiated with the Museum Manager.

**Project Management:**

The project will be line managed by Jules Wooding, Museum Manager with assistance from the *Resilient Alma* project team

**How to apply:**

Please submit tender by email to Jules Wooding, Museum Manager – [jules.wooding@cmoml.org](mailto:jules.wooding@cmoml.org) by 1200hrs on Friday 12 November 2021.

- An A4 outline plan showing evaluation methods, initial ideas and practices and suggestions on how you would work with staff on this piece of work
- Examples of your previous experience relevant to this application
- Name and email address of a referee who will be contacted if you are successful

Successful applicants will be invited to interview via zoom on Wednesday 17 November 2021



*Cumbria's Museum of Military Life, Alma Block, The Castle, Carlisle, Cumbria CA3 8UR*

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