

**JOB ADVERTISEMENT**

**Position:**  Evaluation Consultant – 10 Days  
**Organisation:**  British Glass Foundation/Stourbridge Glass Museum

**Location:** Wordsley, West Midlands, UK  
**Closing date:**  9.00 a.m Monday 13 February 2023  
**Job Type:**  Contract - Freelance  
**Fee:**  £3,000

**Project Background and Purpose of the Project:**

The objectives of the project are to:

* Provide an exciting new home for the nationally significant glass collection offering the opportunity for redisplay and interpretation in exciting ways that appeal to both existing and new audiences.
* Allow more of the glass to be put on display together with more of the archive collection of letters, photographs and film.
* Provide a sustainable future for the glass collection and museum.
* Develop the visitor potential of the Glass Quarter.

Stourbridge Glass Museum opened to the public for the first time on 9 April 2022. The museum will be the new home for Dudley’s unique glass collection and showcase the fabulous designs and quality of craftsmanship from earliest times to the present day delivering a unique offer. The museum will tell the story of the Stourbridge glass industry and its importance in the global industry. An interactive exhibition has been created on two floors in the building. The collection of glass is one of the finest in the world.

A programme of events and activities has been developed for a range of audiences, ages and interests to include:

* The provision of additional glass related workshops and practical courses.
* Guided tours of the collections and historic buildings
* Talks from special guests connected with the glass industry.
* Formal and informal activities.
* Open days, linked in with national and International events.
* Themed events.

**The Brief:**  
The British Glass Foundation is looking to appoint an experienced freelance evaluation consultant to complete the evaluation of the Stage 2 delivery phase of Stourbridge Glass Museum as funded by the National Lottery Heritage Fund. This will take a period of 10 days.  
  
The key activities for the role are as follows:  
  
- Review the current evaluation framework  
  
- Ensure that baseline data is in place  
  
- Make adaptations to reflect Covid-19 and the changes to the heritage engagement plan  
  
- Working with volunteers who will be able to help collect and collate data  
  
- Develop a sample frame and feedback forms/visitor questionnaire  
  
- To interview key members of the team including BGF Trustees, staff and volunteers.   
  
- Analyse the economic impact  
  
- Prepare a summative evaluation report in a timely fashion that meets the requirements of the National Lottery Heritage Fund. This should focus on the approved purposes of the award and stated heritage outcomes. The report should span all aspects of the project including the capital works, project management, budget, fundraising, interpretation and heritage engagement activities and the impact of Covid-19 on the project. Progress reports to the Heritage Fund will be available to inform this, and qualitative and quantitative data collected during the project.  
  
The successful candidate will have a background in evaluation of heritage projects including design of permanent exhibitions, volunteer and community engagement, heritage education and an experience of evaluating digital engagement would be a benefit.  
  
**Timescale**:  
  
We wish to make an early appointment to the Evaluator role. The programme will run until 31 March 2024.  
  
**Budget:**  
Fee: £3,000  
  
Expenses: travel and subsistence as agreed

**How to apply**:  
  
Please submit your application which:  
  
- Demonstrates your experience and knowledge  
  
- Clearly explains how you would approach the evaluation  
  
- States whether VAT is chargeable.  
  
- A reference of a past client for whom you have undertaken evaluation during the delivery of a National Lottery Heritage Fund or UK NGO project and a second reference for whom you have prepared a final summative evaluation report, both within the last 3 years.  
  
- Evidence of public liability and professional indemnity insurance up to £1,000,000.  
  
  
**Further Contact:**  
For further information or to arrange an informal discussion about the project, please contact Alexander Goodger, Museum Manager

Email [agoodger@stourbridgeglassmuseum.org.uk](mailto:agoodger@stourbridgeglassmuseum.org.uk)

Telephone: 01384 900447

**Deadline for submissions:**  
Please submit your tender including the information outlined above by email to bgf@britishglassfoundation.org.uk by 9.00 a.m. on 13 February.





[www.britishglassfoundation.org.uk](http://www.britishglassfoundation.org.uk)

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