

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> LBOC Evaluation Coordinator	<b>Grade:</b> PO1- PO2
<b>Section:</b> Arts and Culture	<b>Directorate:</b> Chief Exec Group
<b>Responsible to following manager:</b> Arts and Culture Programme and Partnership Manager	<b>Responsible for following staff:</b> None
<b>Post Number/s:</b>	<b>Last review date:</b> 19 March 2024

#### Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

Richmond & Wandsworth Better Service Partnership aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

In March 2024 Wandsworth was awarded London Borough of Culture for 2025. Our vision is to put culture and heritage at the heart of a transformation in health, happiness and equality of opportunity in Wandsworth, with a strong emphasis on ensuring that new opportunities are available for our young people and under-served communities, as well as uniting and enhancing our relationships with local communities.



This postholder will lead on the evaluation programme and report management function for London Borough of Culture and be responsible for recording and communicating the identified programme benefits. They will also establish and manage the long-term impact assessment framework enabling Wandsworth to embed an evidence-based approach to legacy planning from being London Borough of Culture. They will also play a key role in the management of relationship with programme funders. It provides the opportunity to work with the council's already award-winning Arts and Culture Service to deliver a high-profile programme in the national spotlight.

The post holder will work closely with all other members of the Arts and Culture Service as well as staff from across the council, members of the public and cultural organisations.

Our London Borough of Culture year seeks to ensure that culture is at the heart of the change that Wandsworth is currently experiencing and that we deliver a programme that will be a trailblazer for London becoming a Creative Health Capital City – a place where better health outcomes are achieved through the healing, inspirational power of culture and the arts.

### **Specific Duties and Responsibilities**

1. Being responsible for successfully implementing the evaluation framework for the programme, including effective reporting to the GLA and other funders.
2. Support delivery partners to self-evaluate their London Borough of Culture projects including making effective use the London Borough of Culture evaluation toolkit and evaluation surveys. Provide training where necessary.
3. Attend Evaluation Advisory Group meetings to engage with project leads and advise on evaluation delivery
4. Proactive monitoring of survey responses for audiences, artists and partners to track quantitative input partners on evaluation.
5. Oversee collation and storing of qualitative content from delivery partners.
6. Work with commissioned evaluation partners to generate quality case studies and qualitative storytelling content. Where necessary support commissioning processes.
7. Develop methodologies and research to ensure impact of London Borough of Culture is explored fully both at organisational and programme level.

8. Ensure good processes are in place to protect project participants' and audiences' confidential information and data. Nurture honest relationships to engender the most useful feedback and learning.
9. Ensure that information is obtained, used and stored in accordance with Data Protection and Croydon Council policies and procedures.
10. Support the production of the final programme evaluation report.
11. Co-ordinate sector and funder engagement with the final evaluation including delivery of a public event.
12. Support the successful management of key relationships with funding partners including collation of the quarterly statistics report for funders and ensuring funders fully understand impact on a local level.
13. To manage the delivery of projects and programmes using the Council's project & programme management framework and governance arrangements, including reporting against the programme and highlighting issues and risks.
14. Stakeholder management as required, including supporting external funding bids; project planning against objectives; dependencies and interfaces between projects; risks and mitigating actions and project governance.
15. Build effective working relationships and achieve agreed objectives through strong stakeholder management skills and influencing capabilities and by working in partnership with cultural sector and funding partners.
16. Contribute to strategic initiatives and policies which increase the effectiveness of our service and ensure that there is sustainable legacy to Wandsworth having won London Borough of Culture. Working with other Council services and partners to increase the public benefit on shared priorities.
17. Work flexibly across the service and provide support and cover to other staff as required.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information:** The postholder must be willing and able to work extended hours and weekends on a rota basis.

## Person Specification

<b>Job Title:</b> Evaluation Coordinator	<b>Grade:</b> PO1 - PO2
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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see above for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of a range of evaluation management frameworks and different methodologies and when best to apply them.	X		A / I
Excellent understanding of the cultural sector, ranging from National Portfolio Organisations to voluntary artists and community groups, and the challenges that these types of organisation face.	X		A / I
Good knowledge of culture, lottery and public sector funding and associated reporting obligations.	X		A / I

Knowledge of local government and the wider public sector, including the context in which they operate.	X		A / I
Good knowledge and experience of working alongside suppliers and other partners to achieve organisational objectives.	X		A / I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Significant experience of managing large-scale cultural programmes/project evaluation and/or grant programmes, preferably within a multi-stakeholder and multi-funder context	X		A / I
Significant experience of working with senior stakeholders to evaluate and report on complex cultural programmes.	X		A / I
Up to date knowledge of the cultural sector	X		A / I
Experience of providing engaging and effective reports within a dynamic and changing environment.	X		A / I
Experience of working in partnership with a wide range of internal and external stakeholders / bodies including suppliers and statutory and non-statutory bodies and organisations.	X		A / I
Demonstratable experience in understanding and sharing impact to varied audiences.	X		A / I
Proficient in using data management and reporting IT tools, as well as using MS Office Suite, particularly Excel and PowerPoint.			
Experience of managing the multi-year impact assessment of a cultural programme(s)		X	A / I
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Be inquisitive about the impact of London Borough of Culture at organisational and programme level.	X		A/I
Excellent communication skills (written and verbal) in order to lead and motivate partners and to engage multiple audiences with clear and effective reporting/data.	X		A/I
Ability to manage, translate and effectively communicate data and statistics.	X		A/I
Excellent attention to detail	X		A/I
Ability to forward plan and manage relevant risk processes for assets and services.	X		A/I
Ability to balance a varied and dynamic workload with multiple dependencies.	X		A/I

Ability to work in a collaborative way to support effective programme delivery including the ability to manage internal departmental relationships	<b>X</b>		<b>A/I</b>
Ability to work effectively across a range of cultural disciplines and with a range of people.	<b>X</b>		<b>A/I</b>
Belief and commitment in the value of cultural programmes to community and civic development.	<b>X</b>		<b>A/I</b>
Recognise and safely manage sensitive and confidential information.	<b>X</b>		<b>A/I</b>
Ability to work independently and as an effective team member using own initiative.	<b>X</b>		<b>A/I</b>
Ability to adapt to changing priorities, contexts and deadlines.	<b>X</b>		<b>A/I</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
None	<b>X</b>		<b>A / I / C</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**