

## Job Opportunity:

# Young Evaluator for Our Shared Cultural Heritage Project (part-time role)

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### Summary

**Hours:** Part-time, flexible (usually 2 days per month)

**Pay:** £12 per hour, paid monthly

**Location:** Online, and at museums in Glasgow and Manchester

**Contract length:** November 2020 to June 2022

**Application deadline:** 9am, Monday 19 October 2020

**Recruitment workshop/interview dates:** Week starting 26 October 2020

**Anticipated start date for induction and training:** 16 November 2020

### What is evaluation?

Evaluation is about understanding the difference a project or activity is making. Evaluators use different research techniques to find out if a project or activity is achieving what it aimed to and how it is impacting the people taking part.

### What is the job?

Are you a young person (18-21 years old) with lived experience of or interest in South Asian heritage and culture? Do you live in or near Manchester or Glasgow? Are you curious? Are you creative? Are you analytical? Do you like talking to other people to find out what they think and to understand their point of view?

If so, you might want to work with [The Audience Agency](#) and the [British Council](#) to evaluate the [Our Shared Cultural Heritage](#) project. This is a youth-led project that

works with museums in Manchester and Glasgow to explore the shared cultures and histories of the UK and South Asia (mainly the regions that are now modern-day India, Pakistan, and Bangladesh). You can find out more on the [Our Shared Cultural Heritage](#) blog, through Twitter at [@OSCH\\_Mcr](#) [@OSCH\\_Glasgow](#) and Instagram at [@osch.youngpeople](#) and [@oschxtaa\\_evaluation](#).

The role is to conduct research and collect feedback from young people participating in certain project events and activities at museums in [Glasgow](#) and [Manchester](#). Many of these events and activities will be online and digital at first because of coronavirus, but you will still be able to research and collect feedback about them. The project has been running since 2019. Our first cohort of Young Evaluators will soon be leaving us, so we are now looking to recruit the next cohort. You will get a chance to meet and learn from last year's Young Evaluators during the recruitment process and if you are selected for a job.

The work you will do involves:

- Attending training to develop research skills and understand more about evaluation and the project.
- Learn from and shadow last year's cohort of Young Evaluators
- Designing new and creative research tools (such as surveys, interviews and other ways of collecting feedback and information from people).
- Using these research tools when asking young people who take part in this project what they think.
- This may involve chatting to them (online or in person), observing online and in person events, doing questionnaires, monitoring project social media activity, or even something a bit more creative.

You will be supported at each stage of the project.

Role title:	Young Evaluator		
For:	<i>The Audience Agency on the British Council's Our Shared Cultural Heritage project</i>	Location of post	Manchester or Glasgow
Location of work:	From your home (online), at museums and in our offices/meeting rooms	Pay Band	£12 per hour, paid monthly
Reports to:	The Audience Agency (OSCH Project Manager)	Duration of job:	Fixed term, 18 months (approx. 2 days per month), from November 2020 - June 2022

### ***Tasks and responsibilities:***

In addition to the role described above activities will include:

- Working together with other Young Evaluators, *The Audience Agency*, *Manchester Museums*, and *Glasgow Life Museums* to create a clear evaluation plan that describes what we will explore and how.
- Use reflective learning to create a training plan which will help you to build your expertise as an evaluator.
- Collect feedback from young people taking part in the project.
- With support, analyse the feedback and communicate it to project staff in an engaging and creative way.
- Respond to the e-mails we send you and communicate with us regularly, especially if there are any changes in your schedule or availability.
- Fill in and submit a monthly timesheet with the hours you have worked.

### ***Important information:***

- We expect the initial induction and training to happen over the course of 2 sessions in November 2020.
- We expect to have further training sessions in December and January.
- We expect the monthly evaluation meetings to take place online, and maybe in person in Glasgow and Manchester later on, if coronavirus restrictions lift.
- We expect the activities you will evaluate to mostly take place in the evenings and at weekends. At first, many of the activities may be online, but more in-person opportunities may come up if coronavirus restrictions lift.
- We expect the role to be about two days total per month, this will usually be spread out over several different events and activities. Shift lengths will usually vary between 1 - 6 hours depending on the activity.
- We can work with you to be flexible on the days you will work (we genuinely mean this-we recognise you'll have other commitments to work around).

This is a part time and flexible role as far as possible. There will be some important training dates which you will need to attend but we will work with you to try and agree a date that is suitable for everyone involved.

### ***The Audience Agency will:***

- Value your unique contributions and individuality.
- Welcome you to the team as our equal.
- Provide you with experience for your C.V. and a reference for future employment.
- Help you to develop confidence - in yourself, in speaking to professionals and a range of other people
- Help you to develop transferable skills such as communication, social and being confident in speaking to peers and adults.
- Help you to develop professional research and evaluation skills including interviewing, facilitation, communicating your ideas, analysing data, report writing, team working and creativity.

- Provide you with work experience with two major cultural organisations and partners.
- Work with you to find opportunities that enable you to achieve your aims.
- Provide you with line manager plus a separate mentor who will provide guidance and support so that your experience in the role is positive and successful.

### Person specification

We would like people to apply for this role who have the following qualities:

Qualities	Essential	Desirable	Method of assessment
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Taking ownership of your work for example, using your own initiative.</li> <li>• Being proud of your work.</li> <li>• Commitment and dedication to the role.</li> <li>• Potential to work with others as part of a team.</li> <li>• Potential ability to adapt to new situations.</li> <li>• Willing to communicate with TAA and project partners regularly via e-mail and phone/video call.</li> </ul>		<p>Application</p> <p>Online recruitment workshop</p>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Potential to develop your communication skills - this may involve presenting, verbal and written skills. (we welcome a diversity of learning and communication styles, languages</li> </ul>		Application

	<p>and traits-shy people also welcome!)</p> <ul style="list-style-type: none"> <li>• Willingness to work with us to develop your people skills (by this we mean working with lots of different types of people).</li> <li>• Awareness of cultural diversity and its importance.</li> </ul>		Online recruitment workshop
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team for example, on a school project or in a social group.</li> <li>• Have an interest in cultural heritage (in any form).</li> </ul>	Experience of working with different people, groups and communities.	<p>Application</p> <p>Online recruitment workshop</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>		N/a
<b>Other key criteria</b>	<ul style="list-style-type: none"> <li>• Be a young person aged 18-21.</li> <li>• Have a lived experience of, or an interest in, South Asian culture.</li> </ul>		<p>Application</p> <p>Online recruitment workshop</p>

**To apply for the role:**

- Please send us an email application by **9am on 19 October 2020**.
- Use **‘OSCH Young Evaluator’** in the subject line and send to:  
**jobs@theaudienceagency.org**
- Remember to tell us:
  - Your age.
  - Where you live (city and /or area).
  - How you have experience of, or an interest in, South Asian culture.
- Also, please give us an answer to this question:

**What does cultural heritage mean to you? Try and give an example that links to your everyday life (300 words). Your answer can be in written form, audio or video recording, or a PowerPoint presentation. There are no wrong answers to this question, so please feel free to give an authentic response.**

- And, send us one of the following in support of your application:

**An example of your interest in culture such as; a photograph you’ve taken, a piece of artwork you have created, a song or poem you have written, a written statement, a vlog or something else that shows us your interests.**

### ***Next steps:***

- We will be in touch to confirm we have received your application.
- **We will be shortlisting applicants to come to an online recruitment workshop during the week starting 26 October 2020** (exact timings to be confirmed). Please try to keep this week free if you can. The workshop will be an opportunity for you to virtually meet the team, ask questions, learn more about the role, take part in some example evaluation activities and have a one-to-one interview for the role.
- We will respond to each application we receive by **22 October 2020** with a decision.