



Ideas Test Freelance Evaluator: Job Description

About Us

Ideas Test is an arts organisation based in Sittingbourne and working across Swale and Medway. We are an action research project and one of Arts Council England's 21 Creative People and Places programmes.

Our mission is to empower communities to live more creative lives.

Our aims are to:

- Increase arts participation by supporting more people to get involved in arts and creativity as amateurs or professionals; consumers and creators
- Strengthen community leadership by supporting local people and communities to take the lead in creating sustainable projects
- Develop the professional and amateur arts community by helping to create networks, learning opportunities and supporting innovation and collaboration

To achieve that we will:

- work with and create links between individuals and organisations from the arts sector and elsewhere across the professional, amateur and voluntary sectors
- listen and respond to what we learn and take advantage of new opportunities
- aspire to supporting the creation of the highest quality art and arts experiences

Our target audiences are:

- Older people and families
- Young people 14-25

To find out more about Ideas Test, visit our website www.ideatest.co.uk

Ideas Test is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

About Swale's Big Music Takeover.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**
LOTTERY FUNDED



Swale's Big Music Takeover is a 16 month music project for young people aged between 14-19. This is funded by [Youth Music](#) and KCC with support from [Kent Music](#).

Swale's Big Music Takeover will build on past activity whilst also building in new pathways for young people to develop skills within the music industry. The six strands of the project are:

1. Disquiet- Weekly music sessions led by a tutor from Kent music.
2. Open Mic- Monthly open mic events for young people to showcase work.
3. Festival Tour- Taking performance ready groups from Disquiet and Open mic events to perform at festivals across North Kent.
4. Audio Camps- School holiday, 3 day intensive workshops. Young people will experience real world projects with industry professionals.
5. Music industry mentoring- Young people will be offered mentoring as part of the project.
6. Work experience- Young people will get the chance to partake in work experience with one of our partners.

Job Description: Freelance- Evaluator.

Role:

To evaluate all strands of Swale's Bid Music Takeover and complete a final evaluation report.

The evaluator will use the [Youth music outcome framework](#) when working on this project. This will be used to monitor outcomes, analyse evidence and will aid in the writing of the final evaluation.

Responsibilities:

- To advise and lead on the evaluation of the project over the 16-month period.
- Analyse and write a final report on the project.





Person specification:

Essential:

- Experience of evaluating arts projects, or projects in a related field.
- Experience working with artists and arts organisations.
- Experience of analysing and presenting data and writing reports
- Self-motivated resourceful independent worker.
- Excellent communication, interpersonal and presentation skills
- Good organisational and time management skills.

Desirable:

- Ability to work with multiple partners.
- Knowledge of the arts and cultural activities within Swale
- We use public transport where possible, but current driving licence and access to a car might be useful – some of our venues are not served well by public transport

Management: You will report to the Youth Programme Manager and the Director of Ideas Test

Contract period: This project runs from August 2018- October 2019.

Salary: £2100

Holidays: This is a freelance role so there is no paid holiday entitlement. Holidays may be taken as required, subject to advance notice and the needs of the programme.

Working Hours: Salary is based on £300 per day for 7 days.



Supported using public funding by
ARTS COUNCIL ENGLAND
LOTTERY FUNDED



Employer: The Evaluator will be employed by Swale CVS on behalf of Ideas Test.

All positions at Ideas Test are subject to a satisfactory enhanced DBS check and references.



Supported using public funding by
**ARTS COUNCIL
ENGLAND**
LOTTERY FUNDED



How to apply:

You need to send us:

- Your c.v.
- A letter explaining your suitability for this role and relevant experience (1 side A4 maximum)
- Contact details for two references (we won't contact them unless we offer you the job)
- Completed Equal Opportunities Form (this will not be used for shortlisting)

By email to contact@ideatest.co.uk: Send your information as a single PDF document titled:

(Your Name) Evaluator (freelance role)

By post: If you are unable to apply using email you can post your application or hand it in at our venue:

Ideas Test, No.34 High Street, Sittingbourne, Kent, ME10 4PB



Supported using public funding by
**ARTS COUNCIL
ENGLAND**



CONFIDENTIAL - Equal Opportunities Information:

In compliance with our Equal Opportunities and Diversity Policy, we are monitoring job applications to make sure discrimination does not occur. This information is not used in shortlisting applicants for interview. The information provided by you will be held in accordance with the Data Protection Act and will be used solely in connection with recruitment and equalities monitoring.

Job applied for			
Your postcode			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say
Sexuality	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
Ethnicity	<input type="checkbox"/> White British <input type="checkbox"/> Mixed/multiple ethnicity	<input type="checkbox"/> Black/Black British <input type="checkbox"/> Other (please state)	<input type="checkbox"/> Asian/Asian British <input type="checkbox"/> Prefer not to say
Age	<input type="checkbox"/> 16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44	<input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+	<input type="checkbox"/> Prefer not to say
Disability	<p>Do you consider yourself to be disabled under the Disability Discrimination Act?</p> <p>(The Disability Discrimination Act (1995) defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.)</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
What is the nature of your disability?			



Supported using public funding by
ARTS COUNCIL ENGLAND
LOTTERY FUNDED



(optional)	
------------	--



Supported using public funding by
ARTS COUNCIL ENGLAND
LOTTERY FUNDED