



# Evaluator Project Brief

<b>Project dates:</b>	Aug-Nov 2026
<b>Amount:</b>	£1200
<b>Closing date:</b>	3 August 2026
<b>Responsible to:</b>	Curator

## 1. Introduction

Egham Museum is looking to appoint a freelance evaluator to be a critical friend that can offer guidance and advice to our team on our evaluation processes as part of our National Lottery Heritage fund supported 'Our Museum: Reconnecting Collections and Community' project.

Part collections relocation and rationalisation, part community engagement, our team have hosted a series of workshops over the past 18 months that were designed with community partners to help the Museum better understand what its collection means to residents today, what voices or experiences are currently missing from our collection, and how we might address these gaps and make the Museum's collection more representative and inclusive in the future. We have also been consulting with the community on how our museum forward plan can better cater for their priorities.

As we reach the final stages of our project, we are looking to work with an experienced evaluator to help our team evaluate our progress so far and effectively embed learning lessons into the last stages of our community engagement. We also would like an evaluator to offer advice on compiling our final evaluation report for our project funder using the data we have collected so far from both the community engagement and rationalisation strands of our project, and helping us to most effectively use this data to draw conclusions.

## 3. Objectives

We wish to appoint an evaluator to work with our team to assess our project evaluation framework and where appropriate make suggestions for improvement, as well as making recommendations to our team on how to best present our data in an evaluation report and draw conclusions.

The evaluator for the period of this project will:

- Use existing museum data, visitor profiling & segmentation tools and audience evaluation frameworks to track our journey to date and identify learning lessons and legacies;
- Suggest evaluation tools, processes and methods in order to track ongoing progress of our community consultation work using both quantitative and qualitative data;
- Suggest exciting and engaging ways in which to present our information;
- provide training and support to staff and volunteers on effective data capture and measuring impact;
- offer the Curator and Trustees advice and suggestions for continuing the process after the end of this project;

- Provide guidance to staff for writing an end-of-project report for submission to our funders and to use for publicity and advocacy.

#### **4. Person Specification**

- Highly organised;
- Excellent communication and relationship building skills;
- Computer skills and knowledge;
- Project Management experience;
- It is desirable if you have previously worked on museum, arts or voluntary sector projects, and with both a paid and volunteer workforce.

#### **4. Method of Work**

We do not wish to be prescriptive in terms of methodology but it will need to take into account the key milestones for the remainder of the project. The methodology will be agreed at the start of the contract with Egham Museum.

The contract is offered on a freelance basis. We would prefer for hours to be worked onsite at Egham Museum, but we are open to hybrid working with some hours worked remotely.

There is shared office space available at the museum for the Evaluator to make use of when needed (subject to agreeing appropriate times with Egham Museum team members).

#### **5. Monitoring and Responsibilities**

The evaluator will be responsible for:

- Advising on improvements to the evaluation of our project.
- Providing tailored evaluation training to the Egham Museum team to support them in achieving outcomes, outputs and reporting schedules for the project and its legacies.
- Supporting the sharing of skills, knowledge and experience across the organisation.

Egham Museum will be responsible for:

- Providing information necessary to support the freelancer in meeting the agreed outcomes
- Payment of invoices at agreed times and for agreed amounts.
- Monitoring the progress of the project.

#### **6. Timescale**

- **August 2026**- we will share with you project objectives, data collected and evaluation so far in order for you to review and inform your preparation for advisory work and training
- **September 2026** - time spent with the team offering data collection and evaluation method advice ahead of final community engagement events in October. Also working with the team to review methods so far and offer guidance on final stages of the project.
- **October 2026** - time spent with team offering advice on producing evaluation report

#### **7. Confidentiality and copyright**

The evaluator is required to maintain the confidentiality of all proprietary or privileged information to which they will be exposed whilst undertaking this project. Egham Museum will be entitled to the copyright and all other intellectual property rights of the project deliverables.

## **8. Payment**

Payment will be made by bank transfer from Egham Museum.

## **8. Your Quote and Project Proposal**

Please outline how you would approach the work detailed in this brief, including:

- How your previous experience, skills and knowledge will help you to deliver this project.
- Details on your methodology to deliver this project to meet the requirements and timescale.
- Confirmed willingness to provide relevant public/professional/employers' liabilities insurances (if applicable).

Please email your proposal, with an outline of your cost, by 3 August 2026, 5pm, to Becky Tabrar, Curator, [curator@eghammuseum.org](mailto:curator@eghammuseum.org).

Please note: submitted documentation should not exceed c.2,000 words (4 pages of A4, excluding necessary annexes). Electronic applications only please.