



Evaluation and Assessment Brief

April 2021

The London Gardens Trust (LGT) seeks support with evaluation and monitoring of our project delivery as part of our funding agreement with National Lottery Heritage Fund (NLHF).

Who we are

LGT (Registered as London Historic Parks and Gardens Trust) is a charity championing London's historic parks, gardens, squares and green spaces for the benefit of everyone by:

- Researching and recording in our Inventory the history of green spaces across the capital. We make this information publicly available for free on the LGT website.
- Campaigning to protect the interests of historic green spaces and actively challenging harmful proposals with expert and well-researched input to the planning process.
- Running events, including walks and talks.

Role

The Trust secured a Resilience Grant from the National Lottery Heritage Fund to diversify its income portfolio and strengthen its governance and volunteer coordination. The person will be provided with an overview of the project and access to our files to assist us with recording our delivery and achievements.

The role is to ensure we are on track to report against the stated goals in our grant. We need an Evaluator experienced at capturing data and the administration necessary to report back to the NLHF, guiding the Trust through appropriate delivery.

This person will need to work collaboratively with the LGT Director, other staff and the Board, as well as volunteers. They must have experience of evaluating projects, demonstrating how change is delivered, providing pragmatic guidance as the project evolves and recording lessons learned - preferably gleaned from years of project administration and support in the heritage and/or environmental conservation sector.

Their reports must meet NLHF standards, be clear and concise.

Budget

Up to £4,000 to 15 October 2022 inclusive of VAT and all expenses.

What will this person deliver for us:

- Confirm our project plan is fit for purpose
- Ensure our work is effective in safeguarding and promoting London's heritage parks and green spaces

- Review management and processing of our volunteer engagement
- Add value to our volunteering delivery – especially in the area of inclusion
- Check our systems to ensure volunteers are properly supported, inspired and retained
- Check our project budget monitoring is accurate
- Minimise bureaucracy whilst ensuring effective monitoring and reporting is in place
- Guidance on developing our risk management processes with volunteer events/work
- Act as an alternative point of support for the Director and Volunteer Coordinator
- At relevant intervals of the project contract, write reports for presentation to the Board with guidance on how LGT can continue the trajectory this work has started.
- Prepare necessary NLHF reports ready for submission and drawdown of remaining grant.

Download a copy of NLHF's guidance document here: [Evaluation guidance | The National Lottery Heritage Fund](#)

NLHF Good Practice Guide:

https://r.search.yahoo.com/_ylt=AwrlQhwF.F1gU.oADQB3Bwx.;_ylu=Y29sbwMEcG9zAzIE dnRpZAMEc2VjA3Ny/RV=2/RE=1616799878/RO=10/RU=https%3a%2f%2fwww.heritagefund.org.uk%2ffunding%2fgood-practice-guidance/RK=2/RS=Mhf.8cfgthwlp_faMmm01IZ2.ZY-

How to apply

Submit a CV and covering letter to office@londongardenstrust.org

The covering letter should state:

- What experience you have of similar work
- What your understanding is of the current status of the London Historic Parks and Gardens Trust
- How many days you envisage on the contract. Please include an hourly rate. You will need to confirm you are self-employed.
- How you intend to run the project, where you will work and what access you will need

All applications need to be submitted no later than 5pm Tuesday 1st June 2021. Shortlisted candidates will be invited to attend an online interview with the Director and a Trustee before the end of June – please indicate availability, with a view to an immediate start. At the interview, candidates will be expected to provide a short presentation showing how they intend to use their contract time with the Trust to: record project achievements, provide guidance at key milestones; and present information.