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| Post Title | Monitoring and Evaluation Assistant – Crafting Heritage, Cartwheel Arts |

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| Volunteering info | Thanks to the generous support of The National Lottery Heritage Fund and Public Health England, we are working on a two-year exploration of the rich heritage crafts flourishing within Rochdale's vibrant communities with experience of forced migrationThis will result in:Crafting Heritage Learning Resource:A ground-breaking eight-week training programme for four artists who have experienced forced migrationA celebratory event including a film, exhibition and community event for Refugee Week in 2025The materials created during the project will be archived at Touchstones Rochdale.The time you can commit can be discussed, this will need to be over the length of the project ending approximately Nov 2006Post is based at the Cartwheel Arts office and remotely. |

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| **Purpose of the job:** To be responsible to the Live & Learn Coordinator for the assistance in monitoring and evaluating Crafting Heritage Programme.  |

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| **Key Tasks:*** Using Coproduction and working with people with lived experience of forced migration assisting them in choosing evaluation methods
* Monitor and evaluate in line with National Lottery Heritage Fund, Arts Council England and Cartwheel Arts agreed outcomes.
* Data entry
* Typing up of transcripts
* Contribute to report writing
* Give support to a wide range of promotional events and final exhibition
* To work in line with the company’s policies and must read and work in line with our EDI Policy and our Anti-Discrimination Action Plan.

**This opportunity would suit someone who has:** • Good communication and organisational skills • Excellent ICT skills, Excel and Word • A passion for Heritage Crafts• An attention to detail • knowledge of different evaluation methodologies**We can help you to:** • Acquire new monitoring, evaluation and learning skills • Gain experience that can be included in CVs and job applications We are happy to reimburse any reasonable travel expenses you may incur whilst volunteering with us |

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|  **Supported by** Cartwheel’s You Live & Learn CoordinatorPlease send an expression (no longer than 1 page of A4) of interest to Ruth@cartwheelarts.org.ukRuth is also happy to discuss if you have any questions. |