

**PROJECT BRIEF FOR CONSULTANTS
EVALUATION OF ARTS COUNCIL ENGLAND NATIONAL LOTTERY FUNDED
PROJECT: A BALIKBAYAN BOX FOR NURSING**

THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

ROLE:	Consultant (Freelance)
DEPARTMENT:	Institute of Nursing Excellence
REPORTS TO:	Museum & Events Manager
HOURS:	The project runs from January – July 2026. The evaluation reporting will take place in July and August 2026, resulting in approximately 3 days work.
FEE:	A set fee of £1,200 is offered (inclusive of VAT if applicable) + pre-agreed expenses.
LOCATION:	At home. At least one visit to RCN Headquarters, London as necessary

ABOUT US:

The Royal College of Nursing (RCN) is a professional body and trade union representing over 570,000 nursing and health care staff across the UK. It incorporates an Institute of Nursing Excellence, made up of five nursing academies, designed to drive improvements and innovation in nursing. Within this is a Library, Museum and Archive – the largest nursing specific resource in Europe – with a well-attended public exhibition and events programme.

For more information on the work and history of the RCN, visit our website at: www.rcn.org.uk and, for the Library and Museum, www.rcn.org.uk/library

PROJECT BACKGROUND:

In March 2026, the RCN Library and Museum launched a new temporary public exhibition on migration and nursing, exploring the contributions of migrants from around the globe to healthcare over the last 150 years. Thanks to an Arts Council England National Lottery grant, we were able to work with artists and writers to open the project up to a wider audience. This has included the creation and installation of a new artwork by early career artist Haleema Aziz, and three writers in residence: Romalyn Ante, Christie Watson and Jenny Wong. Each writer has or will spend a week writing in the exhibition space, interacting with visitors. During this time they are engaging with the themes of the exhibition and running a creative writing workshop of their choosing targeted at one of our core audience groups: refugees and asylum seekers (via the charity Fences and Frontiers), local schoolchildren, and young adults.

PROJECT OUTPUTS:

The consultant will:

- Carry out formal telephone or face-to-face interviews with a small number of volunteers, staff and stakeholders on the experience, value and lessons learned from the project.
- Review and collate evaluation materials provided by the RCN Museum Team and identify any gaps to be filled by the team.
- Produce a full evaluation report of the 'Balikbayan Box for Nursing' project, addressing the aims, audiences and objectives outlined in the initial application
- Respond to any questions or follow-up on the report from staff and stakeholders.
- Adhere and comply with the RCN's policies and guidelines, including health and safety, and all relevant law relating to equality and data protection
- Encourage a working atmosphere where everyone is treated with dignity and respect

PROJECT INPUTS:

In order to deliver the brief successfully, the Consultant will need to communicate with the Library and Museum team, in particular the Museum & Events Manager and Museum & Events Co-ordinator.

The Library and Museum team will facilitate the work of the Consultant to deliver the project brief and the required outputs, through providing relevant information, knowledge, ideas, materials and other resources as appropriate and necessary. This will include:

- Quantitative data relating to the project outcomes for exhibitions, events and the volunteering programme, including a breakdown of audience data
- Website analytics and social media analysis, including comments received
- Evaluation forms for events, training sessions and other activities
- Open-ended comments received throughout the project
- Contact details for stakeholders, staff and volunteers
- Any other records of project work

TIMESCALES:

It is envisaged that this evaluation will require approximately 3 days of work over a 2-month period, in July and August 2026. The report will need to be completed and signed off by 9th September 2026.

TO APPLY:

The consultant should apply in writing to Sarah Chaney, Museum & Events Manager, providing details of relevant experience by 9am on Friday 12 June 2026.

Applications can be sent by email to sarah.chaney@rcn.org.uk.

The consultant will be expected to demonstrate:

- Understanding of the brief and the context
- Proven experience of evaluating museum projects
- Ability to write clear and accurate audience appropriate copy

If you require any additional information or would like to discuss the project further, please contact Sarah Chaney on sarah.chaney@rcn.org.uk (until 29 May) or Antonia Harland-Lang on Antonia.Harland-Lang@rcn.org.uk (from 1 June).