



## Positive Voices Evaluator

**Job Title:** Consultant/Evaluator  
**Salary:** £2500 for production of desired output  
**Duration:** January 2020 – April 2020 (starting date & length of project is flexible but must be completed by end of April 2020)

### Overview

Brigstowe are an innovative charity providing advice and support to people living with or affected by HIV. Brigstowe's vision is a world in which people with HIV live long and healthy lives, free from poverty, stigma, prejudice and discrimination. Through a range of responsive and relevant services, Brigstowe assist people living with HIV in Bristol and the surrounding area to increase and maintain independence and to meet their changing needs.

**The post is to start as soon as possible. Please see the brief outline below and send your CV and letter of interest to [laurenttittle@brigstowe.org](mailto:laurenttittle@brigstowe.org)**

# Positive Voices project: Final Evaluation Brief

## Background and aims

Brigstowe's Positive Voices service, which started in July 2016, is now in the fourth year of its funding grant from the National Lottery Community Fund (Reaching Communities). Brigstowe was awarded five years of funding which will end in June 2021. The Positive Voices project is a service for positive people, by and with positive people, and includes the following three services:

- **Peer Support** - one to one peer support for people either newly diagnosed or struggling with their diagnosis.
- **Recently Diagnosed Workshops** – a series of interactive information sessions providing information & addressing the needs of people recently diagnosed. Sessions are led by both people living with HIV & professionals.
- **HIV Awareness Training** – Training sessions delivered to professionals and community groups to increase knowledge around HIV, combat stigma and ignorance & thereby improve the lives of people living with HIV.

The intended outcomes and indicators of the Positive Voices project were defined as follows:

Outcomes		Indicators
<b>Outcome 1</b>	The emotional and mental wellbeing for individuals living with HIV will be improved.	<ul style="list-style-type: none"> <li>• Beneficiaries to report an increase in their confidence and self-esteem</li> <li>• Beneficiaries to report an increased sense of purpose in life</li> <li>• Beneficiaries to report an improvement in their mood</li> </ul>
<b>Outcome 2</b>	Social inclusion for individuals living with HIV will be improved.	<ul style="list-style-type: none"> <li>• Beneficiaries to report forming close supportive relationships (reduction in isolation)</li> <li>• Beneficiaries to report feeling more integrated and contributing to their local community</li> <li>• Beneficiaries to report an increase in engaging with medical treatment</li> </ul>
<b>Outcome 3</b>	People living with HIV will be more able to manage their diagnosis as a long term condition.	<ul style="list-style-type: none"> <li>• beneficiaries to report an increase in engagement with medical treatment</li> <li>• beneficiaries to report an increase in confidence around disclosure decisions</li> <li>• beneficiaries to report an increase in understanding and knowledge of HIV and related issues</li> </ul>
<b>Outcome 4</b>	Social cohesion will be improved by increasing professionals' HIV expertise, and reducing stigma within community organisations.	<ul style="list-style-type: none"> <li>• Professionals &amp; members of community organisations to report an increase in knowledge and understanding on HIV issues</li> <li>• Engage diverse range of community organisations in workshops and training</li> <li>• Members of community organisations to report a positive change in attitude on issues around HIV</li> </ul>

As part of the project funding proposal, Brigstowe will undertake a final report to evaluate the project. This final evaluation will also be used for Brigstowe's application for continued funding from the National Lottery Community Fund (either 3 or 5 years), In order for this to happen Brigstowe will submit an application in July 2020 (last year of current grant) with the final evaluation to accompany the application. Brigstowe had an external mid-term evaluation done in 2018 -2019, and the evaluator is expected to incorporate relevant evidence from this piece of work in the final evaluation, and avoid duplication. With this in mind the following objectives for the final evaluation are proposed by Brigstowe:

- Provide independent evidence on the extent to which the project has achieved its outcomes and related indicators (see above) for the National Lottery Community Fund up to the time of writing the final evaluation.
- Outline the project's impact on clients, volunteers, Brigstowe as an organisation, as well partner organizations; to include capturing and profiling evidence of the need of these services in a format suitable for inclusion in our application to the National Community Fund in for continued funding.
- To capture opportunities for wider development of the project for the next 3 to 5 years
- Help Brigstowe prioritise the areas outlined for development

## **Resources and schedule**

There is a small budget of £500 to support / acknowledge participation or involvement in the evaluation (e.g. interview participants, public involvement contributors). Any data processing/cleaning costs (e.g. transcription if required) will also be included in this budget.<sup>1</sup>

The involvement of an independent professional evaluator working to professional standards is essential for Brigstowe, thus the scope of the evaluation will need to be agreed such that this is feasible within our budget and timescale.

**Brigstowe lead:** Lauren Tittle, Positive Voices manager (LT).

**Project management:** At the beginning, LT and the evaluator will meet regularly to plan actions, discuss progress, and address any challenges identified / agree any changes identified as necessary. For example, in the early stages of the evaluation such meetings will involve arranging for interview invitations to be sent to potential participants, and agreeing an initial topic guide for interviews. In the later stages meetings will focus on progress with analysis / early findings, and planning the report and any other outputs / follow up.

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<sup>1</sup> *It is estimated that travel expenses will be £5 per participant, and £10 thank-you shopping voucher offered to participants who take part in a non-professional capacity and/or outside of their working hours.*

## Draft schedule

Below is a suggested timeframe. Please note Brigstowe are flexible with the schedule but would require the evaluation to be **completed by the end of April 2020** due to our funding application deadline.

- 15<sup>th</sup> Jan – 30<sup>th</sup> Jan 2020: Evaluation planning, approvals and setup.
- 30<sup>th</sup> Jan – 29<sup>th</sup> Feb: Begin analysis of existing data, additional data collection as required, and initial analysis of that data.
- 1<sup>st</sup> March – 31<sup>st</sup> March: Finalise data analysis and prepare report.

## Methods

Brigstowe will provide the evaluator with access to anonymised data on all outcomes, indicators and activities which has been collected as part of our project monitoring, along with the detailed mid-term evaluation report (primarily based on qualitative interview data). The evaluator will use appropriate methods to assess/summarise this evidence against targets set out in original grant application and budget/resource aspects. This will include identifying any appropriate additional data required, and use of appropriate methods to collect and analyse this.

## Data sources

The evaluator is expected to use a range of sources of data to explore the perspectives, experiences and suggestions of the people who have been involved in, or affected by, the project. Below describes available methods (again this is flexible & appropriate methods will be chosen by the evaluator).

### *Document analysis*

the evaluator will be provided documents of the Positive Voices to assist evaluator to build up a picture

### *Feedback forms*

Brigstowe has been collecting feedback from people using Positive Voices services by way of feedback forms completed before / during / after use of the services. Data from these forms includes participants' responses on a five-point scale (from 'Very Good' to 'Very Poor') to a range of questions, as well as free text responses to additional questions.

### *Interviews*

Semi-structured qualitative interviews can be carried out (face-to-face or by telephone) with clients, volunteers, Brigstowe staff & partner organisations

## Outputs

A report summarising the data analysis findings, including a short 'executive summary' will be produced by evaluator, in consultation with LT, and will be the property of Brigstowe.

Interpretation of the evaluation findings, and decisions on appropriate responses (for example any changes to the service), is a task which will be led by Brigstowe, with the involvement of relevant stakeholders.

Brigstowe intends to share the results of the evaluation widely with the following:

- National Lottery Community Fund (funder)
- Volunteers
- Trustees
- Clinicians
- Partner agencies
- National network of mentors living with HIV (Project 100)
- Bristol City Council/ South Gloss Council
- University of Bristol/UWE
- Organisation's website/social media