Project 2 – Huntly Development Trust (HDT)

Closing date: Sunday 26 May

Interview Date: Tuesday 4 June

Introduction

Huntly Development Trust (HDT) is an active, ambitious company and registered charity working to make the market town of Huntly and its catchment a better place to live work and visit. Over the years, HDT has become involved in projects of increasing scale and complexity, but has not yet developed an appropriate means of measuring and demonstrating the impact of its work, and identifying where it needs to improve. Basically, we need to be able to answer the "So What?" question about our work.

Job Description

Main Purpose of the Role

The main goal of this project is to help Huntly Development Trust develop a methodology to help it better understand, evidence and communicate the impact of its work. The project should then apply the methodology to assess the impact of HDT's work to date. HDT will use the findings in various ways, including in its new organisational strategy, communicating with our community and in supporting bids to funders for future projects. Given the small size of the organisation and its limited capacity this should be a methodology that is robust but not too resource-intensive to repeat, hence enabling HDT to measure its impact more regularly in future.

Key Responsibilities:

To achieve the project's ambitious goal, we think that some of the core areas of the project are:

1. **Project Planning**: Outline the project's scope and define its key stages. This will include establishing a timeline and assigning responsibilities among team members.
2. **Extensive Research**: Review existing impact assessment/audit models and frameworks. Identify the common challenges small organisations like HDT may face when trying to measure their impact.
3. **Content Generation**: Write clear, concise, and actionable guidance on how HDT should conduct a regular impact assessment/audit and recommend a suitable interval for such measurement.
4. **Resource Development**: Create comprehensive, user-friendly checklists and audit templates that HDT can use in the assessment process, be that internally or externally. Where possible, design these resources to be interactive to enhance user engagement and effectiveness.

5. **Project Management**: Regularly track the project's progress and ensure all milestones are met within the agreed timeframe.
6. **Testing and Feedback**: Test the developed resources for usability and understanding. Solicit feedback from a small group of stakeholders to validate the effectiveness of the tools before finalising them.
7. **Presentation and Documentation**: Present the final resources, guides and initial assessment in a manner that is visually appealing and easy to understand. Document the entire process from start to finish, highlighting the challenges faced, solutions developed, and key learnings for future reference.

Skills the Students will be using on the Project:

1. **Research Skills**: Learners will develop robust research skills as they investigate existing impact audit models and frameworks.
2. **Critical Thinking**: The process of analysing various impact measurement practices and frameworks will enhance learners' critical thinking abilities, as they identify what would work best for multi-faceted organisations like HDT.
3. **Content Creation**: Creating informative and engaging guides, resources and checklists will allow learners to improve their written communication and content creation abilities.
4. **Project Management**: Managing the various stages of the project, from planning and execution to monitoring and completion, will provide learners with valuable project management experience.
5. **Collaboration**: Working as a team to achieve a common goal will improve learners' abilities to collaborate effectively, fostering skills such as communication, problem-solving, and conflict resolution.
6. **Impact/Measurement Literacy**: Learners will gain in-depth knowledge about impact practices and audits, enhancing their literacy in measurement techniques and preparing them for future roles in this field.
7. **Data Analysis**: By testing the developed resources and evaluating their effectiveness, learners will acquire and enhance their data analysis skills.
8. **Creativity and Innovation**: The development of user-friendly, engaging resources and checklists will foster learners' creative thinking and innovation skills.
9. **Presentation Skills**: Presenting the final resources, guides and infographics, as well as documenting the entire project, will provide learners with valuable experience in professional presentation and documentation. This will also be supported via the regular check-in calls with ourselves as the "client" in this project.
10. **Stakeholder Engagement**: Soliciting feedback from ourselves as the client and other stakeholders on our behalf and incorporating this input into the resources will enhance learners' stakeholder engagement skills, teaching them to work effectively with diverse groups and individuals.

Deliverables:

1. (Brief) report documenting the process undertaken by the team as set out in "7.Presentation and Documentation" above
2. A step-by-step methodology that HDT should adopt in measuring the impact of its work in future
3. An easy-to-read, richly illustrated result of the first impact assessment prepared by the team.

Terms of Appointment

- **Contract Type:** Fixed Term for 8 Weeks
- **Hours of Work:** 10 hrs/week
- **Salary:** Real Living Wage
- **Location:** Remote