

# National Justice Museum

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## Role title: Creative Workshops Volunteer

**Accountability:** Volunteer Co-ordinator.

**Supervision:** Creative Engagement Curator, Head of Creative Programmes.

**Hours:** This role is predominantly between 9.30am-12.30/1pm, every Friday. Whilst we understand you might not be able to commit to every Friday, we ask that where possible you sign up to two/three shifts a month, though ideally more frequently to make the experience fulfilling and worthwhile.

**Location:** The National Justice Museum, Shire Hall, High Pavement, The Lace Market, Nottingham NG1 1HN.

### What is the purpose of this role?

The National Justice Museum provides engaging activities, exhibitions, and educational programmes relating to law and justice to inspire people of all ages and backgrounds to become active and responsible citizens.

As a Creative Workshops Volunteer, you will assist the Creative Programmes Team with our weekly creative workshops, 'Make it Yours'. These creative sessions are free and open to all, and are led by artists, makers and writers, all influenced by our unique museum.

### What will I be doing?

- Supporting the delivery of the workshop by providing all visitors with a friendly welcome.
- Assisting with setting up and tidying up before/after a variety of creative workshops.
- Collate, input, digitise, and analyse visitor responses from our Make it Yours creative workshops. Present the visitor responses in visual reports.

Your tasks will vary depending on the workshop, and consequently, the needs of the Creative Engagement Curator, the artist/maker delivering the workshop, and your own needs and interests. You may not be undertaking all of these tasks.

All volunteers need to adhere to the National Justice Museum's Volunteer Agreement, as well as Policies, Procedures, Vision, and Values. The Museum's Vision and Values are linked here: [NJM-Agreed-Purpose-vision-aims-document-February-2022.pdf](#)

### What skills/experience will I need?

There are no essential skills for this volunteering role. However, it would be helpful to have **any** of the following:

- Good interpersonal and communication skills – an ability to provide a friendly welcome to all visitors.
- Experience in working or volunteering in museums, galleries, and heritage sites.
- An interest in history, heritage, or the justice system.

### How will I benefit from volunteering?

- An exciting opportunity to develop new or existing skills, knowledge, and experience within the heritage sector and within an award-winning creative programme.
- Be an important part of one of Nottingham's multi-award winning and best-loved visitor attractions, with the potential to enhance and contribute meaningfully to the National Justice Museum's work.
- Training will be offered appropriate to the role, but all volunteers will receive a full induction, including a health and safety briefing and details on the National Justice Museum's Policies, Procedures, Vision, and Values.
- The opportunity to meet and engage with a variety of people.
- Be reimbursed for travel expenses up to £5.30 on receiving proof of expenditure (ticket or receipt).

**If you have any questions or require more information, please contact  
[volunteer@nationaljusticemuseum.org.uk](mailto:volunteer@nationaljusticemuseum.org.uk)**