

National Justice Museum

Role title: Events & Activities Volunteer

Accountability: Volunteer Co-ordinators (Job Share).

Supervision: Visitor Experience Manager, Assistant Visitor Experience Manager, Hospitality & Events Sales Manager. You may be supervised by staff members other than the above, depending on the activity/event.

Hours: Variable, seasonal, and sporadic. This role may require flexible time commitment including daytime, evenings (sometimes after dark), as well as weekends and school holidays. We do ask that where possible (and where the shifts are available), that you sign up to at least one shift a month 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 to become active and responsible citizens.

As an Events and Activities Volunteer, you will assist the Visitor Experience Team in ensuring an amazing experience for all visitors to the National Justice Museum. You must be happy to engage creatively with visitors of all ages and backgrounds.

What will I be doing?

Supporting the Visitor Experience Team with the delivery of various seasonal events and activities, including but not limited to: Murder Mysteries, Ghost Tours, Children's Ghost Hunts, and weekend craft activity sessions. More information about our events programme can be found here: [What's on | National Justice Museum](#). Some of our events contain alcohol. Specific tasks **may** include:

- Assisting the Visitor Experience Team with the set-up and clean-up of various events/activities (manual handling and lifting may be involved).
- Supporting the delivery of these events/activities by communicating with the Team about any issues, ensuring activities are restocked and organised, and assisting with refreshments and the cloakroom.
- Greeting and stewarding to help guide visitors around our historic site, ultimately ensuring that events/activities run smoothly.
- Backstopping and assisting with tours (you will not be delivering these).

Your tasks will vary depending on the needs of the Visitor Experience Team, the specifics of the event/activity, 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.
- A passion for visitor experience and ensuring an amazing day out for all visitors to the National Justice Museum.
- Good timekeeping skills due to the varied event schedules.
- Confidence when occasionally working without direct supervision.
- 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.
- 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).

Interested in applying?

- We are so pleased that you are interested in volunteering with us at the National Justice Museum. Unfortunately, whilst we would love to have as many volunteers as possible, we cannot guarantee that every person who expresses interest will be able to volunteer with us.

If you have any questions or want to express your interest, please contact the Volunteer Co-ordinator:

volunteer@nationaljusticemuseum.org.uk