

National Justice Museum

Role title: Events & Activities Volunteer

Accountability: Volunteer Co-ordinator.

Supervision: Visitor Experience Manager, Assistant Visitor Experience Manager, Hospitality & Events Sales Manager.

Also, potentially the Creative Programme Team, depending on the activity/event.

Hours: Variable, though this role may require flexible time commitment, including weekends, school holidays, and some evenings. We do ask that where possible, you sign up to at least one shift 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 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. Tasks **may** include:

- Assisting the Visitor Experience Team with the set-up and clean-up of events/activities.
- Assisting the Visitor Experience Team with the delivery of activities including object handling and crafts.
- Stewarding to help guide visitors and ultimately ensure that events/activities run smoothly.

Your tasks will vary depending on the needs of the Visitor Experience Team, as well as 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.

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.
- 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 on receiving proof of expenditure (ticket or receipt).

Interested in applying?

Just go back to our website, Volunteer | National Justice Museum, and click apply!

- 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.
- You should receive an email once you have submitted your application confirming that it has been received. The Volunteer Co-ordinator will get back to you as soon as possible.

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