

National Justice Museum

Role title: Marketing Volunteer

Accountability: Volunteer Co-ordinator.

Supervision: Head of Marketing, Social Media & Marketing Officer, Hospitality & Events Sales Manager.

Hours: Flexible hours between 9am-5pm, Monday-Friday, but ideally, you should be able to volunteer once every week/ every two weeks, depending on the needs of the Marketing Team, and 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 Marketing Volunteer, you will assist the Marketing and Events Teams with a variety of campaigns, PR (Public Relations) and general administrative tasks to promote the National Justice Museum and City of Caves, including our education workshops and corporate events, to a variety of audiences.

What will I be doing?

Assist the Marketing and Events Teams with a variety of tasks, which **may** include:

- Assisting with writing and creating blog posts, social media content, posters/flyers, and press releases (copywriting).
- Updating press archives.
- Preparing postal mail outs and email updates.
- Distributing leaflets/flyers across the site and at external venues.
- Administrative support such as data inputting and research, e.g., benchmarking against other organisations, studying trends.

Your tasks will depend on the needs of the Marketing and Events Teams and upcoming events/activities/workshops, 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 some **essential** skills for this volunteering role:

- Digital/Computer literate.

Otherwise, it would be helpful, but **not** essential, to have **any** of the following:

- Marketing/PR skills such as social media, blogging, email-marketing, design, photography, copywriting.
- Confidence working without direct supervision.
- Experience in working or volunteering in museums, galleries, and heritage sites.
- An interest in history, heritage, the justice system, and/or marketing.

How will I benefit from volunteering?

- An exciting opportunity to develop new or existing skills, knowledge, and experience within the heritage sector and in marketing/events.
- 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.
- 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**