



## National Justice Museum

### Our Purpose

*'We tell the story of justice through time. We work inclusively and collaboratively with communities, supporting the creation of a fairer and equitable society.'*

*'We empathetically enable people of all ages to extend their understanding of the law and justice system, so they are inspired by their rights and responsibilities to play an active role in society.'*

We are a multi-award winning Museum and continuing to grow in national stature, winning the 'Museums Change Lives' award in 2021 for our innovative 'Workshops in an Envelope' project. We are a leader in public legal learning and education and in developing diverse collaborations and partnerships for this work. Our learning programmes are delivered in centres across England, in our historic courtrooms in Nottingham, the Royal Courts of Justice and the Rolls Building in London, and in active courts across the country via our 'NJM on Tour' programme. Our ambition is to widen our learning offer to more UK locations.

Our museum is based in Nottingham's former Shire Hall and County Gaol, a Grade II\* listed building featuring a Victorian criminal and civil courtroom, an Edwardian police station and exhibition spaces where the history of justice is explored. We house historically significant collections of over 40,000 objects that cover the history of the British criminal justice system. The City of Caves forms a key part of our offer and here we explore stories of social justice within Nottingham's largest historic sandstone caves and the country's only underground medieval tannery. Throughout the Museum we engage and entertain the public by including them in our unique, interactive performances.

In 2018 we became an Arts Council National Portfolio Organisation (NPO). As an NPO we are committed to diversity in our workforce and programmes. We have established a reputation nationally and regionally for our person-centred, and creative approach and have the ambition to be an "arms open organisation", connecting communities through creative activity and providing services for diverse and not yet engaged groups. We take our museum out to people, engaging with new community partners to co-produce exhibitions and become more accessible to a wider range of people.

### OUR VISION

*'For everyone - equity and justice through engagement, inspiration, learning, and unforgettable experiences.'*

### OUR VALUES

We work creatively and equitably with people and communities, our values are to be:

- **Inclusive and equitable** – we aspire to build a more diverse and representative organisation.
- **Open and collaborative** – we celebrate diversity, creative collaboration and partnership working, we listen to and respect people and we stimulate conversations with our communities, around the role of law, justice and society.
- **Ambitious and dynamic** – we embrace diverse people and thinking. We challenge ourselves so we develop and deliver excellence.
- **Authentic** – people learn and access our stories and history through experiencing our unique historic buildings and our museum collections.
- **Be here for the future** – we take a whole organisation approach to sustainability, ensuring we support people, partnerships and our environmental and economic future.

## OUR AIMS

We aim to:

- Excel as the national leader of public law education.
- Maintain the financial resilience and sustainability of the organisation.
- Champion a green agenda and our commitment to environmental sustainability.
- Ensure the well-being of our workforce of staff and volunteers.
- Use our museum and collections creatively to support our work.
- Expand our audience reach and ensure positive and inclusive engagement and representation for all those that engage with us.
- Ensure integration, application and engagement with digital technology throughout the organisation.

## Creative and Youth Engagement Coordinator

### The Role

Based	Nottingham, with travel to our other sites and working actively in surrounding communities, some weekend and evening working
Salary	24,960 per annum (pro-rata)
Job title	Creative and Youth Engagement Coordinator
Key relationships	Head of Creative Programmes, Head of Collections and Research, Learning Team, Volunteering Team, Marketing Team
Reports to	Head of Creative Programmes
Contract	22.5 hrs per week - fixed term to April 2026 with potential for extension
Purpose of the job	To programme, develop, deliver and evaluate distinctive creative activities that bring people together from all backgrounds to engage with the organisation's collection and enduring themes.

Working with a variety of visual and creative art forms, processes and creative practitioners to inspire connectivity, confidence, dialogue and enjoyment that enhance the quality of people's experience. Harnessing an inclusive approach to connecting with communities and young people to engage more meaningfully with our collections, enduring themes and the direction of programming.

If you think this is you, please read the details provided carefully and email a CV and succinct (no more than 2 A4 sides) application letter clearly ensuring you demonstrate how you fit the person specification via this web link: <https://bit.ly/43iqu5s>

If you have any questions about the role or your application, please contact [Aimee.wilkinson@nationaljusticemuseum.org.uk](mailto:Aimee.wilkinson@nationaljusticemuseum.org.uk)

If there are any adjustments that would support you in your application, please do let us know when you apply. We are open to you submitting a short video if this would be a more accessible way of applying. If you require submitting your application in a different format please do not hesitate to contact [Aimee.Wilkinson@nationaljusticemuseum.org.uk](mailto:Aimee.Wilkinson@nationaljusticemuseum.org.uk) Candidates who are shortlisted for an interview will be provided with the interview questions in advance.

The closing date for applications is **9am, Monday 9<sup>th</sup> June**

Interviews set for 18<sup>th</sup> June 2025 at the National Justice Museum.



## Job description

Key responsibilities and duties
<ul style="list-style-type: none"> <li>• Produce and deliver welcoming, excellent quality, creative workshops with museum objects as a source of inspiration for communities and young people at the National Justice Museum.</li> <li>• Working in partnership with other key teams within the National Justice Museum, produce and deliver welcoming creative family activities as part of holiday and family offer.</li> <li>• In partnership with the Learning Programme, set up and manage a Youth Group within the National Justice Museum, ensuring youth voice is instrumental in the future creative and curatorial direction and programming for the museum and developing career pathways within the cultural and heritage sector.</li> <li>• Programme and liaise with artists and creative practitioners to prepare and co-host creative activities at the museum and out in the community</li> <li>• Programme and arrange for creative activity to move out from the museum into the city and other locations for significant events, pop up interventions with partners, and on the museum bicycle.</li> <li>• Take an active role in the creative programming and ideation sessions, manage and communicate strategically</li> <li>• Record and evaluate workshop attendance data, statistics, observations and impact</li> <li>• Work with the Head of Collections and Research to select and prepare historic objects for workshop/activity inspiration</li> <li>• Co-create digital content relevant to the Make it Yours workshops, events and artistic programme for the museum's website and other platforms.</li> <li>• Prepare materials and resources needed for workshops and activities and be responsible for materials and resetting the room after each session</li> <li>• Liaise with and support coproducers, creative practitioners, the Lead Creative Workshop Practitioners and volunteers</li> <li>• Photographically record/ document and share the processes and outcomes on social media adhering to data protection procedures</li> <li>• Identify and nurture positive relationships with individuals, communities and organisations to increase participation with creative workshops</li> <li>• Liaise with marketing team to ensure activity is booked, presented and shared effectively through leafleting and social media</li> <li>• To use a CRM system for the booking/ management of workshops and events (training will be provided)</li> <li>• Demonstrate a personal commitment to access, inclusion and diversity and ensure this focus is at the heart of everything we do</li> </ul>
Other duties
<ul style="list-style-type: none"> <li>• Develop and maintain excellent internal and external working relationships that meet the values of The National Justice Museum</li> <li>• Develop and promote equal opportunities, ensuring the National Justice Museum reflects, includes and provides for people from all backgrounds.</li> <li>• Comply with relevant National Justice Museum policies.</li> </ul>

- Actively participate in the wider life of National Justice Museum and from time to time undertake other duties as requested.
- Ensure compliance with all National Justice Museum policies including Customer Care, the Health and Safety at Work Act 1974, the Trust's Safety Policy and Financial Standing Orders.

### Person specification

Qualities, skills and knowledge	Essential	Desirable
Practical experience of developing and delivering creative workshops with people from all backgrounds and abilities	E	
Excellent verbal, written and digital communication skills with friendly, engaging and enthusiastic communication style	E	
Practical experience and confidence in working with of a range of materials and art forms	E	
Able to work independently and as part of a team	E	
Excellent organisational skills	E	
Excellent time management and ability to set and deliver to deadlines	E	
A personal commitment to access, diversity, and inclusion	E	
Ability to work experimentally, contribute to and embrace new ideas	E	
Kindness, empathy and a willingness to understand multiple perspectives, approaches and opinions	E	
Ability to share ideas across project specific social media accounts and with colleagues	E	
Ability to work flexibly, accommodating the needs and requirements of a dynamic and diverse workforce, artists and community members.	E	
Demonstrable ability to build meaningful relationships with colleagues, individuals and communities of people	E	
Practical experience of working with young people within an education or cultural environment.	E	
Positive 'can do' attitude and the willingness to learn and perform as a vital team member	E	
Experience of working within an arts or heritage organisation		D

An interest in our enduring theme of justice, crime, law and punishment		D
An interest in the role museum collections play in connecting people with each other		D
Experience of organising and supporting creative practitioners in delivering workshops		D
Ability to think creatively	E	
A personal commitment to placing access, inclusion and diversity at the heart of projects	E	
Basic photography skills		D

Studies have shown that women, communities of colour and historically underrepresented talent are less likely to apply to jobs unless they meet every area in a role profile.

At NJM we are dedicated to building a diverse, inclusive and authentic organisation at all levels, so if you are interested in this role but your past experience doesn't align perfectly, we strongly encourage you to apply. You could be just the candidate we are looking for.

### Diversity Monitoring Form

We value equality, diversity and inclusion and are focused on increasing the diversity of our people, particularly the number of global majority, Disabled and LGBTQ+ people as we are underrepresented in these groups. We aspire for our team to reflect the communities in the cities we serve.

To do this we need your help in filling out a short diversity monitoring form. This can be downloaded [here](#).

The information you provide will help support us ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates.

The information you provide will:

- not be used as part of the selection process;
- not be seen by the interview panel;
- only be used for non-identifiable statistical purposes. No information will be published which allows any individual to be identified.

The form should only take a few minutes to complete.