



Head of Learning

September 2025



Hello

National Justice Museum is an independent museum and Public Legal Education provider, delivering education programmes nationally. We are based in Nottingham's Grade II* former Shire Hall/County Gaol, featuring historic courtrooms, a police station and exhibitions exploring the history of justice. We house a nationally significant collection exploring the Criminal Justice System over the last 2 centuries. We empower audiences, providing opportunities to gain knowledge and understanding of the law/justice system.

We also operate the City of Caves, an attraction central to the economic regeneration of the city within the Broadmarsh site. We are involved in discussions around the future of this site and our part in it.

Our attractions are key to Nottingham's tourist economy, attracting visitors who spend time in the city boosting the local economy. In 2018 we became an Arts Council National Portfolio Organisation (NPO). This funding is currently in place until April 2027.

We have gained huge recognition over the last 7 years for our engagement programmes which have 'turned the museum inside out', working with local, national and international partners and our groundbreaking work in prisons which won the Museum Change Lives award in 2021.

Our public legal education work is central to our purpose and we operate these programmes in our courtrooms in Nottingham, at the Royal Courts of Justice and the Rolls Building in London and across many sites in the North and through our NJM on Tour programme where we have visited 22 locations across the country over the past 18 months. We now see around 30,000 young people each year across our programmes.

This is a hugely exciting time to join us as we continue to build our reputation around learning nationally and establish NJM on Tour as a core part of our offer. This role plays a key part of our Senior Leadership team supporting the CEO in delivering the strategy agreed by our Board of Trustees.

A handwritten signature in black ink, appearing to read "Victoria Reeves", enclosed within a thin black rectangular border.

Victoria Reeves, CEO

September 2025

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.

The Role

Based	Nottingham, with regular travel to the locations where our learning is delivered
Salary	£45,000
Job title	Head of Learning
Direct Reports	Learning Managers x 3, Bookings team
Key relationships	Senior Management Team, Creative team, Volunteering Team, Marketing Team, Trustees
Reports to	CEO
Contract	Full time, permanent
Purpose of the job	To lead the strategic development and delivery of the museum's learning programs, ensuring they are inclusive, impactful, and aligned with the museum's mission to inspire people to explore the meaning of justice and the law through immersive learning experiences.

Job description

Key responsibilities

- To lead the creation and delivery of the learning offer across NJM's sites and programmes, ensuring it delivers against NJM's NPO activity plan and the key priorities of the organisation
- With the support of the learning managers develop the formal education programme in line with government strategy and local and national need.
- Flexibly and dynamically respond to external factors that may affect delivery of the programmes
- With the support of the learning managers develop and maintain partnership projects across all delivery areas
- To devise strategies to develop the educational use of the collection, exhibition spaces and historic environment so that they meet the needs of existing and new diverse audiences

- To consult and liaise with current and future partners and stakeholders to maintain and develop the learning programmes
- Work with the SMT to identify funding opportunities, working together and independently on applications
- To be responsible for, in conjunction with the Head of Finance, the setting and management of Annual budgets and Spend Controls relating to National Justice Museum Learning
- To prepare and provide quarterly statistical information, reports and data for the CEO and Board of Trustees as required
- To support and guide the Marketing and Public Relations of the Museum's Education activities
- Along with the CEO to act as an official spokesperson for the National Justice Museum learning both to the media and other outside bodies in order to raise the Museum's profile
- To co-ordinate the National Justice Museum Performance Management Programme with the learning teams
- To ensure all programmes and learning activities are evaluated to demonstrate Impact and are linked to local and national policy and agenda and areas of need
- To ensure that National Justice Museum Education adheres to all legal requirements i.e. health and safety insurance, police checks and that all certification is up to date
- To be responsible for the recruitment of learning staff including placing advertisements, organising interviews, offer letters etc.
- Any other duties consistent with the level of the post

Person specification

Experience

Essential

- At least five years proven ability to lead a team
- A strategic thinker with proven ability of producing Learning programmes
- Proven experience in producing successful, innovative learning provision for no less than five years

- Experience of managing multiple budgets/ financial management skills
- Project management experience
- High level of computer literacy
- High level written and oral communication skills
- Experience of working with people from diverse backgrounds.
- Value led and committed to diversity and access for all.
- Strong networking ability and ability to develop and maintain external partnerships at all levels
- Proactive, with the ability to work under pressure
- Willingness to travel frequently to London and Manchester
- Knowledge of the cultural sector

Desirable

- Understanding of Public Legal Education
- Post Graduate qualification and/or Associateship of the Museums Association (AMA)
- Experience of managing activities across multiple venues
- Experience of working in the voluntary sector
- Experience of working with Government Agencies and Local Authorities
- Understanding of commissioning by statutory bodies
- Proven success in fundraising

Benefits include:

- Flexible working environment, hybrid working models available
- 25 days holiday (plus bank holidays)
- Employer contribution to pension

You would be joining us at an exciting time as we continue to harness our success around NJM on Tour and outreach, whilst ensuring that we deliver high quality learning in our static locations. We will shortly be thinking about our next application to the Arts Council for our National Portfolio funding and wish to ensure that we build on recent success around partnership working with our creative team to widen our learning offer to encompass more informal routes of learning and family activities.

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 ensuring you demonstrate how you fit the person specification to recruitment@nationaljusticemuseum.org.uk alternatively you may submit a short film.

The closing date for applications is **31st October 9am.**

Interviews will be held in Nottingham on 10th November.

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.

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.