

Role Description: Projects Volunteer (National Historic Ships UK)

National Historic Ships UK (NHS-UK) is a government funded, independent organisation which gives objective advice to UK governments and local authorities, funding bodies, and the historic ships sector on all matters relating to historic vessels in the UK.

NHS-UK carries a wide remit, looking not only at the immediate issues concerning historic vessels in the UK, but also addressing questions relating to the support infrastructure for historic ships, their potential for contributing in the wider economic, social and community context, and maintaining a watch list of vessels abroad with potential UK significance. One of our main activities is the maintenance and development of the National Historic Ship Registers and we are the initiators and managers of the Shipshape Network, set up to promote the regeneration of traditional maritime skills, encourage regional activities and improve communication amongst heritage training schemes.

About this role

An exciting opportunity has arisen for a dynamic individual to join our small team to provide vital support to the Policy, Projects and Course Manager and Projects Officer. As Projects Volunteer, you will help across a number of NHS-UK initiatives including the Shipshape Network and the delivery of the Historic Vessel Conservation distance learning course. The role is a great chance for a proactive person with a creative flair who is keen to develop their social media and outreach skills.

Reporting to: Policy, Projects, and Course Manager

Key responsibilities:

- Assist with updating Shipshape Network project pages, news and event items, and contact lists
- Assist with updating the online National Directory of Skills & Services
- Assist with promoting Shipshape Network news and events across NHS-UK social media platforms (Twitter/Instagram/Facebook)
- Researching and developing creative content for different social media platforms
- Encourage online engagement with organisations, businesses, heritage vessel projects and skills training initiatives
- Assist in planning and delivering Shipshape Network digital and on site events
- Support the production of Historic Vessel Conservation course learning resources such as case studies, reading lists and short films
- Contributing ideas to assist in the development of new project activities
- Provide support across wider NHS-UK projects as required

Skills and Experience:

Essential

- Strong interpersonal skills
- Good literacy and research skills
- Computer literate and demonstrable MS office and social media skills
- A team player with strong organisational skills
- Demonstrable administrative capability
- Good attention to detail

Desirable

- Interest in maritime heritage
- Experience assisting with digital or in person events

Time Commitment:

One day per week from 10am - 4pm. The post holder will be based at the NHS-UK offices at Royal Museums Greenwich. This is dependent on government advice, meaning there may be temporary home working. You'll occasionally be asked to attend events or meetings on additional days, as you're able.

Please note, the candidate will be required to have their own laptop and access to the internet to undertake this role as we are currently unable to provide IT equipment to accommodate home working.

Travel can be reimbursed up to a limit of £12 per return journey.

How to apply:

To apply, please visit the below link and complete the online application form.

<https://www.rmg.co.uk/work-services/jobs-volunteering/volunteering-opportunities>