



**nubian jak**

# **New Personal Assistant Recruitment Pack**



1 April, 2026

## **Honouring the Past**

### **About Us**

#### **The Nubian Jak Heritage Plaques & Memorials Commission**

**Entrusted with the custodianship, verification, and public recognition of historical contributions.**

Established in 2006 under the vision and leadership of Dr Jak Beula, the Nubian Jak Community Trust (NJCT) is internationally recognised as the only commemorative plaque and sculpture organisation with a specific remit to memorialise the historic contributions of Black and minority ethnic individuals in Britain and throughout the global diaspora. Its work preserves and elevates significant histories, ensuring they are visibly acknowledged within the shared public realm.

Each plaque or commemorative installation undergoes a rigorous process of historical research and verification, undertaken through established heritage and institutional protocols. The Commission operates in strategic collaboration with heritage partners and institutions, ensuring the highest standards of authenticity, ethical governance, and historical and cultural integrity.

Recipients, recognised under the NJCT Plaque Fellowship, are formally acknowledged as Plaque Honourees for their demonstrable and enduring contributions to culture, public life, civic progress, intellectual advancement, or community transformation. Each installation therefore stands not merely as a symbol, but as a formal act of heritage stewardship, historical validation, and cultural remembrance.

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## **MEMORIALS, SCULPTURES, AND INSCRIPTION AUTHORSHIP**

Since its founding, the NJCT has installed more than 120 commemorative blue and black plaques, along with a significant and growing collection of public memorials and sculptures across the United Kingdom and internationally. These works are conceived, designed, and directed by the Trust's Founder and Chief Executive, Dr Jak Beula — a visionary heritage designer, cultural historian, and public memorial practitioner.

As part of his leadership, Dr Beula personally develops and oversees all plaque inscriptions and interpretive texts, ensuring linguistic precision, historical accuracy, cultural sensitivity, and narrative dignity. Through this authorship, he safeguards the authenticity of each commemoration and ensures that every installation communicates not only who is remembered, but why their legacy endures.

In 2017, under Dr Beula's creative direction, the Trust inaugurated its annual Remembrance Day for African and Caribbean servicemen and women, following the unveiling of the African and Caribbean War Memorial in Windrush Square, Brixton — widely referred to as the Brixton Cenotaph. This was the first national memorial in the United Kingdom to acknowledge every regiment from Africa and the Caribbean that served alongside British and Commonwealth forces during the First and Second World Wars. The memorial was accompanied by the publication *REMEMBERED – In Memoriam*, expanding and contextualising the histories it honours.

Please visit our [online shop](#) to explore our accompanying books.

In 2021, the NJCT further advanced the representation of Black heritage in public space with the installation of the Windrush and Commonwealth NHS Nurses and Midwives Statue at Whittington Hospital, London. Designed by Dr Beula, this memorial honours the foundational contributions of Windrush-era nurses, midwives, and medical professionals whose service was

integral to the creation and establishment of the National Health Service in 1948.

Collectively, these works constitute a profound and evolving legacy of public remembrance, cultural affirmation, and intergenerational knowledge transmission, ensuring that the stories represented are held visibly, respectfully, and with historical depth.

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## **UNDER THE NJCT PLAQUE FELLOWSHIP**

The Plaque Fellowship is bestowed upon individuals of demonstrable cultural, historical, or civic significance who are formally recognised as Plaque Honourees. This Fellowship symbolises an enduring place within the shared narrative of British and global heritage, acknowledging those whose lives and legacies have contributed to progress, understanding, and the advancement of cultural history.

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## **NJCT MISSION, VISION, AND VALUES**

### **Vision Statement**

To be the leading force in commemorating, preserving, and celebrating the enduring legacy of people of African and African Caribbean heritage in Britain, ensuring their historic contributions are permanently recognised in the nation's cultural landscape, inspiring unity and a more inclusive future for generations to come.

### **Mission Statement**

To honour and amplify the contributions of people of African and African Caribbean heritage to British society by creating enduring public memorials, plaques, and sculptures; fostering education, cultural awareness, and community engagement; and ensuring these histories are embedded in the nation's collective memory.

### **Value Statement**

To celebrate and preserve the enduring legacy of people of African and African Caribbean heritage in Britain and beyond by honouring overlooked histories, fostering inclusion, and enriching cultural landscapes for generations to come.

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## **NJCT KEY ACHIEVEMENTS AT A GLANCE**

In 2018, the Nubian Jak Community Trust (NJCT) became a formally registered Charitable Incorporated Organisation (CIO), strengthening its governance framework and formalising its custodial role in cultural and historical heritage.

Since then, the Trust has delivered a significant and enduring impact, including:

- **Installing over 130 blue, black, bronze, and green African, Caribbean, and British**

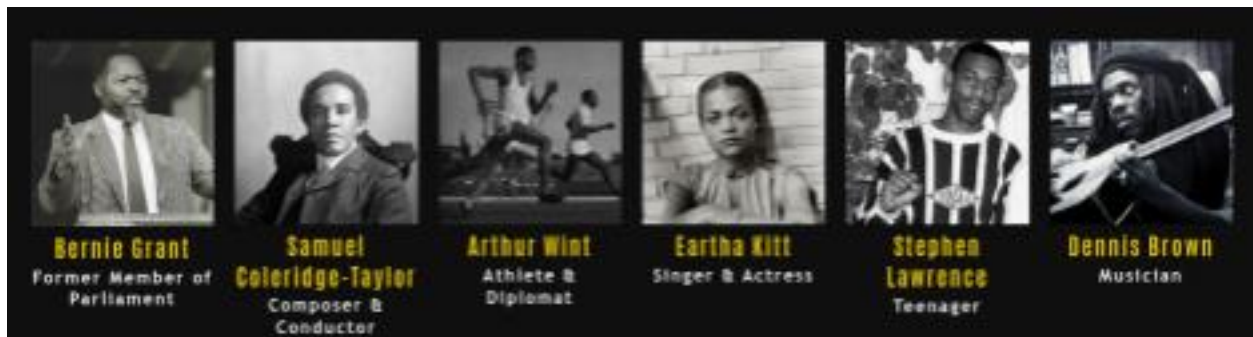
heritage plaques across the United Kingdom and abroad under the custodianship of the Nubian Jak Heritage Plaques & Memorials Commission

- Creating the African and Caribbean War Memorial, first unveiled at the Black Cultural Archives in 2014 and officially unveiled in Windrush Square, Brixton on 22 June 2017
- Publishing *Nursing A Nation* (September 2021)
- Creating the Windrush and Commonwealth NHS Nurses and Midwives Statue at Whittington Hospital, unveiled on 10 September 2021
- Expanding a growing portfolio of commemorative sculptures, memorials, and heritage interventions that honour and elevate overlooked histories

## NJCT Official Motto

**Memoria Vivat — In Honorem Legatorum**

*Let the memory live — In honour of the legacy-bearers.*



## Volunteer – PA to Director & Communications Support:

The Nubian Jak Community Trust (NJCT) is seeking a **highly organised and professional Personal Assistant to the Director, with communications support responsibilities**, to support the organisation through its next phase of growth and development.

This voluntary role offers an opportunity to contribute directly to the **operational delivery, governance coordination, and communications activity** of one of the UK's most recognised community heritage charities.

We are looking for someone with **strong administrative and organisational experience, excellent communication skills, and a professional, proactive approach**, who can support senior leadership while helping to maintain and strengthen NJCT's public engagement and stakeholder relationships in line with its mission of celebrating diverse contributions to British history.



## Job Description

**Position:** Personal Assistant to Director

**Term:** 2 months +

**Remuneration:** Voluntary (expenses reimbursed)

**Location:** London / hybrid

## About NJCT

The Nubian Jak Community Trust is a multi-award-winning social enterprise and charity dedicated to commemorating the contributions of diverse people to British history and culture through plaques, monuments, and educational heritage initiatives.

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## Purpose of the Role

To provide high-level personal assistant, administrative, and communications support to the Director and senior leadership, ensuring the smooth coordination of NJCT's internal operations, governance processes, communications, and public engagement activity.

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## Key Responsibilities

- Provide PA and administrative support to the Director and senior leadership, including coordination, scheduling, and follow-up.
- Support internal and external communications, ensuring all enquiries are handled in a clear, professional, and respectful manner.
- Prepare and manage documentation, correspondence, and organisational coordination.
- Support the delivery of plaque unveilings, commemorations, events, and heritage programmes.
- Assist with communications activity, including content coordination and public engagement support.
- Maintain and help build effective relationships with NJCT's partners, stakeholders, and community networks.
- Ensure a consistent, professional presence aligned with NJCT's reputation, values, and public standing.
- Support governance-related administration, ensuring alignment with NJCT's policies and frameworks.
- Provide reliable follow-up on actions and tasks, ensuring continuity and accountability.

- Undertake ad hoc duties in support of NJCT's operational and programme delivery.
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## **Person Specification**

### **Essential**

- Proven experience as a Personal Assistant or in a senior administrative support role.
- Strong organisational, coordination, and time-management skills.
- Clear, professional, and respectful communication skills (written and verbal).
- High level of accuracy and attention to detail.
- Ability to work within NJCT's governance, policies, and organisational framework.
- Ability to work collaboratively and independently, managing priorities effectively.
- High level of reliability, discretion, and professionalism.
- Proficiency in Microsoft Word, Excel, and digital tools (including email systems and tools such as ChatGPT).

### **Desirable**

- Experience supporting communications or public engagement activity.
  - Experience using Canva and/or other digital or AI tools.
  - Interest in heritage, culture, public history, and community engagement.
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## **What You Will Gain**

- Valuable experience in administration, communications and PR, within a nationally and internationally recognised UK heritage charity.
  - Direct insight into public history, commemorative practice, heritage research, and public engagement.
  - The opportunity to contribute meaningfully to work that brings under-represented histories into the public realm.
  - Reasonable local travel expenses may be reimbursed in line with NJCT policy.
  - A volunteer reference upon successful completion of the role for future employers.
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## **Time Commitment**

- Approximately 2 days per week
  - Remote and/or one day per week office-based
  - Flexible and agreed in advance
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## **Application Form & Process**

**Apply by:** 30 April 2026 (midnight)

To apply, please send:

- A short CV
- A brief statement outlining why you would like to volunteer with NJCT

Email: **jobs.nubianjak@gmail.com**

**Subject line: Volunteer – PA to Director & Communications Support**

We are committed to diversity and inclusion and warmly welcome applications from people of all backgrounds and experiences.

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### **Recruitment Timeline**

- Shortlisting: 5 – 8 May 2026
- Interviews: 18 – 22 May 2026 (online or in person)
- Induction: to be advised