



nubian jak

Volunteer Website Content Manager 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.

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.

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.

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.

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.

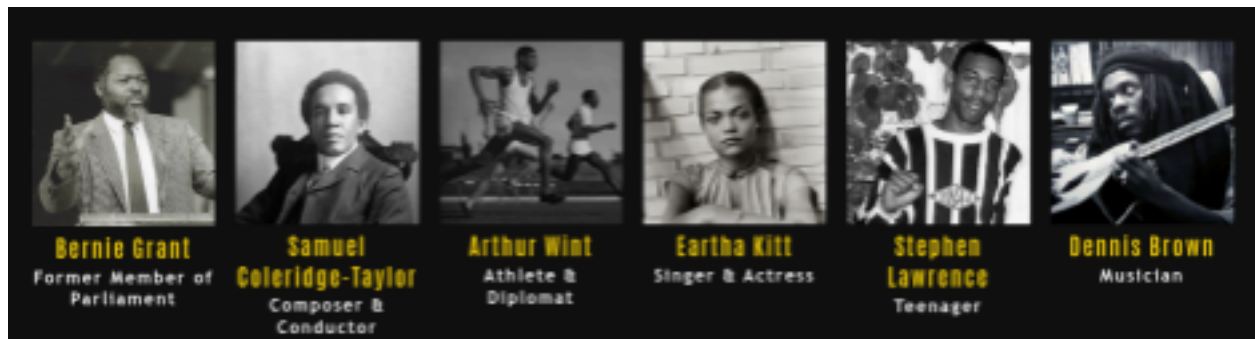
Since then, the Trust has delivered a significant and enduring impact, including:

- 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 – Website Content Manager:

The Nubian Jak Community Trust (NJCT) is seeking a detail-oriented and digitally capable Website Content Manager to support the organisation through its ongoing programme of heritage, commemorative, and public engagement work.

This voluntary role offers an opportunity to contribute directly to the Trust’s digital presence, ensuring that its website content is accurate, well-presented, and reflective of one of the UK’s most recognised community heritage charities.

We are looking for someone with experience in WordPress, strong organisational and editorial skills, and a professional, detail-focused approach, who can support the management and presentation of website content while helping to maintain and enhance NJCT’s public reputation and accessibility in line with its mission of celebrating diverse contributions to British history.



Job Description

Position: Volunteer – Website Content Manager

Term: 3 months +

Remuneration: Voluntary (expenses reimbursed)

Location: London / hybrid

About NJCT

The Nubian Jak Community Trust (NJCT) is a UK-registered charity established in 2006. The Trust is internationally recognised for its work in the research, verification, and public recognition of historic contributions, particularly those of African, Caribbean, and other historically under-represented communities.

Through the Nubian Jak Heritage Plaques & Memorials Commission, the Trust works with communities, historians, institutions, and partners to deliver commemorative plaques, memorials, sculpture, education, and public history initiatives. NJCT's work is underpinned by historical accuracy, ethical governance, and public accountability.

Purpose of the Role

To support the management, presentation, and ongoing development of NJCT's website content, ensuring that the Trust's digital presence remains accurate, professional, engaging, and aligned with its public reputation, heritage mission, and communications priorities.

Key Responsibilities

- Manage and update content on the NJCT WordPress website in a timely, accurate, and professional manner.
- Upload, format, edit, and maintain website pages, posts, documents, and media content.
- Ensure website content reflects NJCT's work in heritage, commemoration, education, and public engagement clearly and consistently.
- Support the creation and updating of pages relating to events, plaque unveilings, memorials,

recruitment, campaigns, and organisational activity.

- Maintain a consistent visual and editorial standard across the website, aligned with NJCT's reputation, tone, and values.
 - Assist with proofreading and quality-checking website text, links, downloads, and page layouts.
 - Work with the Director and relevant team members to ensure content is current, well-structured, and appropriately prioritised.
 - Support the organisation and presentation of recruitment, programme, and heritage content within the site.
 - Help maintain a user-friendly experience across key website pages and sections.
 - Undertake ad hoc website content and digital administration duties in support of NJCT's operations.
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Person Specification

Essential

- Experience using **WordPress** to update and manage website content.
- Strong written English and good editing, proofreading, and formatting skills.
- Good attention to detail, including accuracy in text, links, layout, and uploaded materials.
- Ability to organise and present content clearly and professionally online.
- Understanding of how to maintain consistency in website tone, structure, and user experience.
- Ability to work within NJCT's policies, guidelines, and governance framework.
- Ability to work collaboratively as part of a team and independently when required.
- High level of reliability, discretion, and professionalism.

Desirable

- Experience with website content management for a charity, heritage, cultural, or community organisation.
 - Familiarity with media optimisation, document uploads, and page-building tools within WordPress.
 - Experience using Canva, ChatGPT, or other digital tools to support content preparation.
 - Interest in heritage, culture, public history, and community engagement.
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What You Will Gain

- Valuable experience for those seeking to strengthen their skills in **website content management, digital communications, and online publishing**, within a nationally and internationally recognised UK heritage charity.
- Direct insight into **public history, commemorative practice, heritage research, and public engagement** through NJCT's work.
- 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

- Remote and/or **one to two days 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 – Website Content Manager**

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

Recruitment Timeline

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