

Unicorn Preservation Society

Job Description

Job Title: Engagement Officer

Location: Dundee City Centre

Line Manager: Heritage & Learning Manager

Job Family: Heritage & Learning

Working Hours: Full-time including some evenings and weekends

Annual Leave: 34 Days inclusive of public holidays and closures (Christmas and New Year)

Contract Length: Until end May 2026. Contracts may be extended beyond this, subject to funding.

Grade: 2

Salary: £26,500 per annum

Introduction

Launched in 1824, HMS Unicorn is the third oldest ship in the world still afloat and Scotland's only surviving wooden warship. Now an Accredited Museum in Dundee's City Quay, visitors can explore four decks that offer a unique glimpse into 19th century naval life.

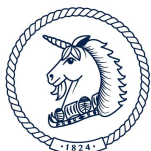
Our mission is to deliver a world-class museum experience while safeguarding HMS Unicorn's future and making our collections accessible to all. We aim to inspire visitors and staff alike, providing lifelong learning and engagement opportunities for our local communities and beyond.

The Unicorn Preservation Society has recently secured nearly £1 million from the National Lottery Heritage Fund to advance Project Safe Haven - our ambitious conservation initiative to relocate HMS Unicorn to Dundee's East Graving Dock. This critical move will ensure the long-term preservation of this irreplaceable maritime treasure while creating a purpose-built visitor centre that will transform Dundee's historic waterfront and enhance community engagement.

This role is made possible through National Lottery Heritage Fund support and represents an exciting opportunity to join our team at a pivotal moment in HMS Unicorn's 200-year history.

Main Purpose of Role

The Engagement Officer will lead on engagement activities at HMS Unicorn, working as part of a team that includes the Senior Learning Officer and Events Officer. This role will focus on creating meaningful connections with diverse audiences including community groups, stakeholders, supporters, and visitors. The Engagement Officer will lead on notable events and activities and encourage community and stakeholder engagement while also contributing to the volunteer



The Unicorn Preservation Society is a charity registered in Scotland, registration number SC002771 and is a company limited by guarantee, registration number SC046145.



experience by developing engagement opportunities and activities, while working collaboratively with various departments.

The postholder will support the Heritage & Learning Manager in developing and delivering the museum's engagement strategy, ensuring that HMS Unicorn remains accessible and relevant to all audiences. The role will be particularly important during Project Safe Haven, helping to gather stakeholder and community feedback and ensuring diverse voices are represented in the development of HMS Unicorn's new home at the East Graving Dock. The Engagement Officer will also work closely with the Fundraising & Communications team and the Project Safe Haven team to inform and engage stakeholders and supporters.

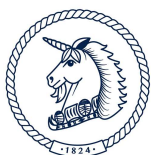
Key Duties and Responsibilities

Programme Development and Delivery

- Develop and deliver an inclusive engagement programme that reaches diverse audiences, with a focus on community groups, stakeholders, supporters, and visitors
- Support the WaveMakers volunteer programme by developing engaging activities and experiences that enrich the volunteer experience
- Support the development of engagement activities
- Support the Heritage & Learning Manager in developing and implementing community co-production work, enabling communities to actively participate in shaping HMS Unicorn's future
- Create resources and materials that enhance engagement with HMS Unicorn and its collections
- Work with visiting groups and individuals to enhance their experience of HMS Unicorn
- Ensure appropriate safeguarding measures are in place for all engagement activities, particularly when working with vulnerable groups

Relationship Building and Community Outreach

- Build and maintain effective relationships with community groups, stakeholders, and partner organisations throughout Dundee and beyond
- Develop engagement strategies to collect feedback and ideas for UPS and eventually with Project Safe Haven, ensuring that diverse voices are represented in the development process
- Support the implementation of access initiatives that remove barriers to participation for all visitors
- Assist in the development of interpretation that reflects diverse community perspectives



Collaboration and Teamwork

- Work collaboratively with the Heritage & Learning Manager and other team members to create meaningful engagement opportunities
- Work closely with colleagues in the Heritage & Learning team to ensure that engagement activities complement formal learning programmes
- Collaborate with the Fundraising & Communications team to engage supporters and stakeholders through appropriate activities and communications
- Work with the Project Safe Haven team to ensure community and stakeholder engagement informs project development

Monitoring, Evaluation and Reporting

- Maintain accurate records of engagement activities and their impact
- Monitor and evaluate engagement programmes, producing reports that demonstrate impact and reach
- Contribute to funding applications and reports related to engagement activities

Additional Responsibilities

- Participate in the Duty Manager system, taking on senior officer responsibilities during scheduled periods
- Undertake any other reasonable duties as directed by the Heritage & Learning Manager

General Duties

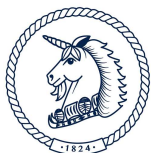
- Adhere to HMS Unicorn's policies and procedures including health and safety, security, and fire regulations
- Represent HMS Unicorn professionally to visitors, stakeholders and partners
- Participate in team meetings and staff development activities as required
- Undertake training and development as required for the role and maintain professional knowledge and skills

PERSON SPECIFICATION

This section details the attributes, skills, knowledge, qualifications and competencies which are required in order to undertake the full remit of this post.

Essential Criteria

- Minimum 2 years' experience in community engagement, public engagement, or stakeholder engagement in a museum, heritage, cultural or voluntary sector setting



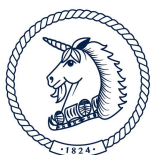
- Experience of working with diverse audiences including community groups, stakeholders, and supporters
- Experience of developing and delivering engagement activities for different audiences
- Experience of working with volunteers in engagement activities
- Experience of working with groups facing social, physical or cultural barriers to heritage
- Experience in evaluation and reporting of engagement activities
- Experience of delivering engagement activities online or through digital/virtual environments
- Excellent interpersonal skills and ability to connect with people from a wide range of backgrounds
- Excellent communication skills, both written and verbal
- Confident with in-person interactions and able to manage challenging conversations with stakeholders
- Knowledge of best practice in community and stakeholder engagement
- Ability to apply a practical approach, with high organisational skills that ensure effective prioritisation of workload
- Proficient in Microsoft Office 365 applications, including Teams
- Self-motivated and proactive approach with the ability to work independently
- Creative and innovative thinking
- Commitment to inclusive practice and diversity
- Enhanced Disclosure Scotland check
- Willingness to work occasional evenings and weekends

Desirable Criteria

- Experience of co-production methodologies and participatory practice
- Experience of working on heritage development projects
- Experience of working with supporters and stakeholders in a fundraising context
- Experience of contributing to funding applications
- Understanding of audience development techniques
- Understanding of Museum Accreditation requirements related to engagement
- Knowledge of maritime history

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When shortlisting, these criteria will be considered when more than one applicant meets the essential requirements.



Access Information

HMS Unicorn is currently not fully physically accessible for all users, and there are therefore physical requirements that come with this role on board a wooden, historic ship.

- HMS Unicorn is accessed via an entry gangway which can rise up to a 50-degree angle at high tide and dip to a 50cm drop at low tide.
- The different decks on board HMS Unicorn are only accessible via ladderways.
- For a full description of access aboard HMS Unicorn, please refer to our access guide available on request.

Career Development and Fair Work

At the Unicorn Preservation Society, we are committed to supporting the professional growth and development of our staff. While we recognise that as a small organisation advancement opportunities may be limited, we have a duty to support our team members to be their best and to prepare them for future career growth. We create clear progression pathways, support skills development, and empower staff to achieve their professional potential, whether within UPS or as they move on to broader opportunities in the heritage sector.

As a Fair Work employer, we adhere to key principles that ensure an equitable and supportive workplace:

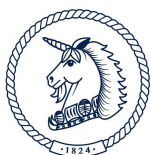
- **Voice:** We ensure staff have opportunities to contribute to organisational decisions
- **Security:** We provide appropriate job security and consistency of hours where possible
- **Opportunity:** We support skills development and career progression
- **Respect:** We foster a workplace culture of dignity and respect
- **Fulfilment:** We create meaningful work environments

UPS is committed to ensuring all staff receive at minimum the Real Living Wage as defined by the Living Wage Foundation. Our salary structure reflects both Museums Association recommendations (adjusted for regional context) and competitive positioning within the Scottish independent museum sector. We believe fair pay is essential to maintain staff wellbeing, reduce turnover, enhance engagement, and uphold our reputation as a responsible employer.

Through our formal grading structure, we provide clear pathways for progression and professional development, with regular reviews to support your growth and career aspirations.

Equal Opportunities

The Unicorn Preservation Society is a Disability Confident Committed employer and operates a Guaranteed Interview Scheme for people living with a disability who fulfil the essential criteria in



the job specification. If you would like to be considered under the Guaranteed Interview Scheme, please let us know as part of your application.

HMS Unicorn is committed to the principles of Fair Work and paying the real Living Wage to all our employees. We believe that fair work practices lead to better outcomes for individuals and organisations, contributing to a more successful economy and inclusive society. As an employer, we are dedicated to providing appropriate channels for effective workers' voice, investing in workforce development, opposing inappropriate use of zero-hours contracts, and offering flexible working from day one of employment where possible.

Our commitment to fair work extends to addressing workplace inequalities, including pay and employment gaps. We strive to create a workplace where all staff are treated with dignity and respect, regardless of their background or personal characteristics.

All staff and volunteers working with UPS must undergo Disclosure and PVG checks.

How to Apply

We encourage applicants to apply by submitting:

- A CV and covering letter explaining how you meet the requirements of the role

Please submit informal enquiries and applications to: recruitment@hmsunicorn.org.uk

Application deadline: 09:00 on Monday 2 June 2025

Interview date: Week commencing 9 June 2025

Applicants will be required to bring proof of right to work in the UK to the interview. This should either be a UK passport, birth certificate, or form of ID recognised by the Home Office. Further details here - <https://www.gov.uk/prove-right-to-work>

