



Unicorn Preservation Society

Job Description

Job Title: Fundraising Administrator

Location: Dundee City Centre

Line Manager: Fundraising & Communications Manager

Job Family: Fundraising & Communications

Working Hours: Part-time (0.6 FTE, 21 hours per week)

Annual Leave: 34 Days including public holidays and closures (Xmas and New Year) pro rata

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

Grade: 2

Salary Range: £26,500 per annum (pro-rata)

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.

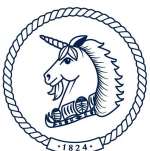
Our mission is to deliver a world-class museum experience while safeguarding HMS Unicorn's future and making our collections accessible to all. We aim to inspire visitors and staff alike, providing lifelong learning and engagement opportunities for our local communities and beyond.

The Unicorn Preservation Society (UPS) 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 Fundraising Administrator will provide comprehensive administrative support to the Fundraising & Communications team, ensuring the efficient operation of fundraising and communications activities. Reporting to the Fundraising & Communications Manager, this role will support the entire team, including the Senior Fundraising Officer, Fundraising & Events Officer, and Marketing & Communications Officer.



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



The postholder will maintain accurate donor records, assist with the administration of fundraising campaigns and events, support the production of fundraising materials, and help coordinate communications activities. They will be the first point of contact for many donor enquiries and will play a crucial role in ensuring excellent supporter stewardship through efficient administration and attention to detail.

As a key administrative support role within the team, the Fundraising Administrator will contribute significantly to HMS Unicorn's fundraising success during this transformative period in the organisation's history.

Key Duties and Responsibilities

Donor Administration

- Maintain accurate and up-to-date donor and supporter records on the fundraising database
- Process donations, prepare and send thank you letters and receipts in a timely manner
- Assist with the administration of regular giving schemes and membership programmes
- Support the administration of Gift Aid claims
- Monitor and record fundraising income against targets
- Generate donor reports and fundraising analytics as required

Fundraising Support

- Provide administrative support for fundraising campaigns and applications
- Assist with the preparation and distribution of fundraising materials
- Support the coordination of donor stewardship activities
- Help research potential donors, corporate partners, and funding opportunities
- Assist with drafting and proofreading fundraising content and correspondence
- Support the Fundraising & Communications Manager and Senior Fundraising Officer with preparation of funding reports

Events Support

- Assist the Fundraising & Events Officer with the administrative aspects of event planning and delivery
- Help coordinate event logistics, including invitations, registrations, and attendance tracking
- Support the preparation of event materials and resources
- Assist with post-event administration and follow-up

Communications Support

- Support the Marketing & Communications Officer with administrative tasks



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



- Assist with the organisation and maintenance of digital assets, including images and videos
- Help monitor media coverage and maintain press contacts
- Assist with the distribution of press releases and media materials
- Support the maintenance of the organisation's website and social media presence
- Help coordinate the production and distribution of newsletters and other communications materials

Team Administration

- Serve as the first point of contact for general fundraising enquiries
- Schedule team meetings and take minutes as required
- Maintain organised digital and physical filing systems for the Fundraising & Communications team
- Support the coordination of team workflows and deadlines
- Order and maintain supplies for fundraising and communications activities
- Provide general administrative support to the Fundraising & Communications team as needed

Additional Responsibilities

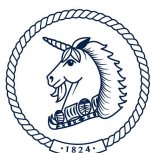
- Liaise with other departments to ensure coordinated approaches to supporter engagement, including for Shipmates (Unicorn's friends and supporters scheme)
- Support cross-departmental initiatives as required
- Undertake any other reasonable duties commensurate with the grade as directed by the Fundraising & Communications 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.



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



Essential Criteria

- Previous experience in an administrative role, preferably in a charity, arts, heritage, or cultural setting
- Experience of maintaining databases and record-keeping systems
- Experience of processing financial transactions and maintaining financial records
- Excellent attention to detail and accuracy
- Strong organisational skills with the ability to prioritise workload effectively
- Proficient in Microsoft Office 365 applications, including Word, Excel, Outlook, and SharePoint
- Good written and verbal communication skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Proactive and flexible approach with the ability to work on own initiative
- Good interpersonal skills with the ability to work effectively as part of a team
- Commitment to excellent customer/supporter service
- Basic understanding of fundraising and/or marketing activities
- Willingness to occasionally work outside normal office hours for events

Desirable Criteria

- Experience of working in a fundraising, development, or communications team
- Experience of using a fundraising database or CRM system
- Knowledge of Gift Aid regulations and processes
- Experience of supporting events organisation
- Understanding of GDPR and data protection requirements
- Experience of processing donations or sales
- Interest in heritage, museums, or maritime history
- Experience of supporting digital communications or social media
- Basic design skills using tools such as Canva
- Experience of minute-taking
- Understanding of the voluntary sector

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:

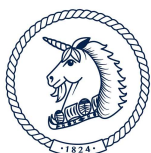
- **Voice:** We ensure staff have opportunities to contribute to organisational decisions
- **Security:** We provide appropriate job security and consistency of hours where possible
- **Opportunity:** We support skills development and career progression
- **Respect:** We foster a workplace culture of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

