



Unicorn Preservation Society

Job Description

Job Title: Fundraising & Events Officer

Location: Dundee City Centre

Line Manager: Fundraising & Communications Manager

Job Family: Fundraising & Communications

Working Hours: Full-time including some evenings and weekends

Annual Leave: 34 Days including 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.

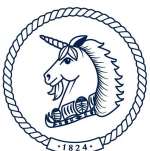
Our mission is to deliver a world-class museum experience while safeguarding HMS Unicorn's future and making our collections accessible to all. We aim to inspire visitors and staff alike, providing lifelong learning and engagement opportunities for our local communities and beyond.

The Unicorn Preservation Society (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 & Events Officer will plan, coordinate and deliver a diverse events programme for HMS Unicorn, working as part of the Fundraising & Communications team, as well as closely with the Heritage & Learning team. With fundraising a key part of this role, the Fundraising & Events Officer will be responsible for planning and delivering stakeholder engagement events and high-level meet and greets, as well as supporting the Heritage & Learning team to deliver community activities such as exhibition launches.



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 work collaboratively across the UPS team to develop an events strategy that supports HMS Unicorn's mission and objectives and generating revenue wherever possible. With HMS Unicorn embarking on Project Safe Haven, the Fundraising & Events Officer will play a key role in planning and coordinating related events and activities.

Key Duties and Responsibilities

Event Planning and Delivery

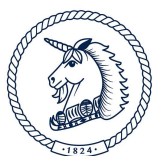
- Serve as the first point of contact for events
- Coordinate and deliver events to support HMS Unicorn and Project Safe Haven
- Lead on developing and delivering private and public events (including ceilidhs and the annual Remembrance Service) in collaboration with colleagues across UPS
- Manage staff and volunteers for event set up, delivery, and clean up
- Handle administrative aspects of events, in conjunction with the Fundraising and Administration teams
- Coordinate with service providers and suppliers
- Update social media with relevant information on closure periods relating to events
- Provide weekly reports on events progress

Venue and Safety Management

- Ensure public areas (front desk, toilets, etc.) are clean and tidy in advance of events
- Regularly monitor the condition and cleanliness of public areas, taking corrective action and/or reporting issues as appropriate
- Discreetly and sensitively safeguard the security of visitors, staff, volunteers, and museum assets during events
- Report hazards, near misses, and incidents at weekly Operations Meetings
- Assist with the evacuation of visitors in the event of an emergency in accordance with evacuation protocols
- Maintain established audit controls and other related administrative records in accordance with HMS Unicorn procedures

Cross-Team Collaboration

- Collaborate with Fundraising colleagues to support and professionally steward and develop all donor relationships
- Collaborate with the Engagement Officer on events that involve community engagement
- Collaborate with the Senior Fundraising Officer on fundraising events
- Work with the Senior Learning Officer on events with an educational component
- Attend and contribute to Heritage & Learning team meetings



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
- Undertake any other reasonable duties as directed by the Fundraising & Communications Manager

PERSON SPECIFICATION

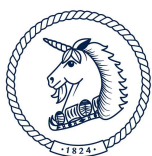
This section details the attributes, skills, knowledge, qualifications and competencies which are required in order to undertake the full remit of this post.

Essential Criteria

- Experience of charity fundraising, over a range of methods
- Events experience in a heritage, tourism, hospitality, or cultural setting
- Experience of planning and delivering a range of events, from small-scale to large public events, including working with suppliers, caterers, and other external providers
- Experience of managing staff or volunteers during events
- Experience of health and safety considerations for events
- Experience of working with community groups
- Strong organisational and time management skills
- Excellent customer service skills
- Strong communication skills, both written and verbal
- Ability to problem-solve under pressure
- Ability to work flexible hours including evenings and weekends
- Proficient in Microsoft Office 365 applications, including Teams
- Self-motivated and proactive approach
- Creative and innovative thinking
- Willingness to work evenings and weekends as needed

Desirable Criteria

- Experience of working in a heritage or museum environment
- Experience of marketing and promoting events
- Experience of maintaining CRM databases for contact management, and other tools or systems for fundraising and event management and ticketing
- Experience of managing exhibition openings or similar cultural events



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



- Knowledge of licensing requirements for events
- Understanding of accessibility requirements for events
- Understanding of risk assessment processes for events
- Knowledge of Dundee's event scene and local networks
- First Aid certification

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.

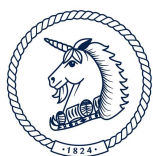
- HMS Unicorn is accessed via an entry gangway which can rise up to a 50-degree angle at high tide and dip to a 50cm drop at low tide.
- The different decks on board HMS Unicorn are only accessible via ladderways.
- For a full description of access aboard HMS Unicorn, please refer to our access guide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



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



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>

