



## Unicorn Preservation Society

### Job Description

**Job Title:** Project Manager

**Location:** Hybrid with 2 days per week in Dundee

**Line Manager:** Chief Executive

**Job Family:** Project Safe Haven

**Working Hours:** Full-time including occasional evenings and weekends

**Annual Leave:** 34 Days including public holidays (pro rata where applicable)

**Contract Length:** 1 year contract with potential for extension, subject to funding.

**Grade:** 5

**Salary:** £43,000.00 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

As Project Manager, you will be pivotal in delivering Project Safe Haven, acting as the strategic and operational link between the project team, senior management, stakeholders, and contractors. You will provide critical oversight, communication, and management across all aspects of this transformative project.



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Reporting to senior management, you will have the authority to make operational decisions and drive the project forward. Your role will be to ensure the seamless integration of Project Safe Haven with the broader objectives of the Unicorn Preservation Society, maintaining the highest standards of project management, stakeholder engagement, and organisational alignment.

## **Key Duties and Responsibilities**

### **Leadership and Project Management**

- Provide leadership for Project Safe Haven, ensuring all elements are delivered to the highest standards and in alignment with UPS's mission and vision
- Develop and maintain comprehensive project management systems, including detailed project plans using Microsoft Project, risk registers, and performance monitoring frameworks
- Manage project budgets, financial reporting, and ensure robust financial controls and transparency
- Oversee the technical and logistical aspects of the ship's relocation, ensuring the preservation of historic assets and the continuity of the visitor experience

### **Stakeholder Management and Communication**

- Act as the primary point of communication and coordination between the project team, senior management, contractors, stakeholders, and external partners
- Liaise with funding bodies, including the National Lottery Heritage Fund and Tay Cities Deal, preparing detailed reports and ensuring all funding requirements are met
- Develop and maintain strong relationships with technical contractors, heritage experts, local authorities, and other key stakeholders
- Represent UPS at national and regional meetings, conferences, and events related to the project
- Travel regularly to Dundee for in-person meetings and site visits, with occasional travel elsewhere in Scotland and the UK

### **Cross-Organisational Collaboration**

- Work with the Fundraising, Communications & Development team to develop and implement communication strategies, funding approaches, and stakeholder engagement plans
- Collaborate closely with the Finance and Administration team to ensure financial integrity and reporting
- Ensure continuous alignment between Project Safe Haven and the operational needs of HMS Unicorn, working closely with Operations, Heritage and Learning teams



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## Team Leadership

- Manage and support the project team, providing clear leadership, direction, and professional development opportunities

## 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
- Any other duties as directed by the CEO and commensurate with the grade

## 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

- Degree-level qualification or equivalent professional experience in project management, with advanced certification (e.g., Prince2, PMP)
- Extensive experience in complex project management, with a minimum of 3 years leading large-scale, multi-stakeholder projects, demonstrating a proven track record of successful project delivery
- Exceptional communication and leadership skills, able to engage effectively with technical and non-technical stakeholders, and provide clear strategic direction
- Advanced strategic planning and problem-solving capabilities, with the ability to manage complex project requirements and make critical decisions
- Strong financial management skills, including budget development, monitoring, and reporting for large-scale projects
- Proven proficiency in Microsoft Project and Microsoft 365 suite
- Ability to work collaboratively across different organisational teams and external partners
- High level of initiative with strategic thinking capabilities
- Resilience and adaptability to changing project requirements
- Commitment to continuous learning and professional development

### Desirable Criteria

- Experience in maritime heritage or museum sector



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- Knowledge of conservation techniques and heritage site management
- Understanding of maritime engineering and historical preservation
- Experience in public sector or lottery-funded project management

*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.*

## **Working Practices**

It is anticipated that the postholder will spend at least four days a month in Dundee, with time divided between HMS Unicorn and our offices in Dundee city centre. There will be occasions when the postholder will be required in Dundee more frequently, but this will be discussed with candidates at interview.

## **Scope of Responsibilities**

While Project Safe Haven represents the primary focus of this role, the Project Manager may be called upon to provide strategic oversight and management for additional programmes of work within the Unicorn Preservation Society. This flexibility reflects the dynamic nature of our organisation and may include:

- Supporting other strategic initiatives beyond Project Safe Haven
- Providing programme management expertise to emerging organisational projects
- Assisting in the development and implementation of new organisational strategies
- Offering technical and strategic guidance across different UPS programmes

The ability to adapt and provide leadership across multiple programmes is a key expectation of this role, demonstrating the Project Manager's critical position within the organisation's strategic planning and delivery.

## **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.



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- 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



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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](mailto:recruitment@hmsunicorn.org.uk)

Application deadline: 17:00 Monday 25<sup>th</sup> August 2025

Interview date: Wednesday 3<sup>rd</sup> September 2025



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