



Project Officer

Role description

Job title: Project Officer

Location: Remote Working

Line Manager: Museum Director

Job Type: Full Time (35 hours per week)

Contract Type: Fixed term, 6 months with potential to extend subject to funding

Salary: in the range of £28,000 - £32,000 per annum

About the museum:

Launched in 1824, HMS Unicorn is the third oldest ship in the world still afloat and one of the six oldest ships in the world! Now a historic ship and Accredited Museum, HMS Unicorn is situated in City Quay, Dundee. Visitors can explore four decks full of history and discover the unique experience of life on board a 19th century frigate, which retains more of its original material than any other ship from the golden age of sail.

This is an opportunity to join an organisation that is going through transformational change with an exciting plan for the future of this internationally significant vessel.

Mission

Our mission is to deliver a world class museum experience, work continuously to safeguard the future of HMS Unicorn, and care for our collections while making them accessible to all.

Vision

Our vision is to inspire those who visit and work with us, offering lifelong learning and engagement opportunities for our local communities and beyond.

About the role:



The Unicorn Preservation Society is progressing plans to relocate the ship to a new home in the adjacent East Graving Dock and to develop a purpose-built museum and visitor centre (Project Safe Haven). UPS has submitted to the National Lottery Heritage Fund for development phase funding, with an outcome expected in Spring 2024. UPS has also been awarded a £1.1 million grant from the National Heritage Memorial Fund to undertake emergency strengthening works to the ship. This role will support the Chair of the Project Board and the Museum Director in progressing these two strands which are underway.

We are looking for an enthusiastic and detail-oriented Project Officer for this role, appointed for an initial six-month period, with possibility to extend dependent on funding.

You will work with contractors such as engineers, architects, interpretation consultants, etc., to ensure that work is delivered on time and on budget. You will, with the Project Board and the wider team, ensure that work is delivered in good time to allow the continuation of interdependent works.

The key tasks will include:

- Support the Project Board towards an over-arching and environmentally-sound solution for the long-term future of UMS Unicorn (Project Safe Haven).
- Cognisant of “business as usual” and major project planning requirements, the Project Manager will help the whole Unicorn team balance these two discreet needs, as well as ensure optimum positioning for Unicorn among wider Dundee waterfront development opportunities.
- Managing and updating project timelines and forecasts
- Support and co-ordinate all aspects of the development of The Unicorn Project alongside the Project Board, Museum Director and appointed consultants
- Refining the Outline Business Case and working toward a Final Business Case jointly with the Project Board, Museum Director and appointed consultants, to ensure the long- term sustainability of the historic assets and activities through a mix of public and commercial activity.
- Day-to-day management of Project Safe Haven alongside the Museum Director and appointed consultants, reporting to the Chair of the Project Board.
- Support the fundraising activity to secure the delivery phase of the project and long term viability, particularly Tay Cities Deal and NLHF.
- Refining the ‘offer’ to businesses and the community
- Identify PR and Marketing opportunities to raise the project internationally, nationally, regionally and locally



- Work with the Project Board and consultants to develop and implement a fundraising strategy for delivery phase
- Manage work commissioned externally (Evaluation, consultation) in liaison with the project leads, drawing on the expertise and experience of staff within Dundee City Council, Forth Ports, Historic Environment Scotland, etc.
- Further develop and Implement a PR and Communications Plan to ensure effective communications, bulletins and updates to ensure up to date information is readily available.
- Produce reports and recommendations, where required, for NMHF, NHLF, Tay Cities Deal and the other funders and for the Project Board and project partner's when required.
- Working with the Project Board, support the project partners to further develop the wider site proposals and to identify potential funding.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the project to respond effectively to the requirements of the Unicorn Preservation Society and Project Board.

Requirements:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent, or a strong proven record in a similar role 	<ul style="list-style-type: none"> • CPD or qualification in project/programme management
Experience and Knowledge	<ul style="list-style-type: none"> • Demonstrable experience of project management including capital projects • Sound experience of developing and implementing a range of project and financial procedures, including budget planning, monitoring and reporting • Experience of minuting meetings and taking follow-up action as necessary • Experience organizing workshops and meetings 	<ul style="list-style-type: none"> • Experience of working in or with the culture and heritage sector including listed buildings • Familiarity with current culture and heritage values & practice • Experience of proposal and grant application writing
Skills and Abilities	<ul style="list-style-type: none"> • Able to develop a good understanding of a project content, structure and 	<ul style="list-style-type: none"> • Able to contribute to the effectiveness of a small team



	<p>timetable</p> <ul style="list-style-type: none"> • Able to create and manage a programme /project budget • Excellent verbal and written communication abilities • Organised and methodical approach to work, with strong attention to detail, maintaining high standards of accuracy, quality and responsiveness. • Excellent IT skills, and fully proficient in the use of MS Office, MS Teams and Zoom • Able to work collaboratively across teams and organisations and • sustain effective working relationships with diverse colleagues, partners and clients • Able to organise their own work and time productively. • Understands The Unicorn Preservation Society's values and their application to this role • Has an appreciation of the value of the Society's managed heritage. 	<ul style="list-style-type: none"> • Able to contribute and listen effectively in group discussions
<p>Personal Skills</p>	<ul style="list-style-type: none"> • High level of initiative with good ideas and sound judgement • Committed to providing a high standard of work and continuous improvement • Appreciates the value of diversity • Has a proactive approach to addressing challenges • Committed to continued learning and supporting the learning of others 	



	<ul style="list-style-type: none">• Willing to accept responsibility and opportunities appropriate for the role• Has a flexible approach to their role	
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We expect this role to be fulfilled remotely, with attendance of meetings in Dundee or elsewhere as required, with reasonable travel expenses reimbursed. The working week is 35 hours Monday to Friday although there is scope for flexible hours.

As a historic ship, HMS Unicorn has limited physical accessibility. For a full description of access aboard HMS Unicorn, please refer to our access guide [here](#)

To apply, please submit a covering letter addressing how you fit the requirements of the job, along with a CV, to matthew@hmsunicorn.org.uk. The deadline for applications is 23:59 on Sunday 14 January.