



# Volunteering, Engagement and Learning Officer

## Role description

**Job title:** Volunteering, Engagement and Learning Officer

**Location:** HMS Unicorn, Dundee

**Line Manager:** Museum Director

**Job Type:** Full Time (35 hours per week)

**Contract Type:** Fixed Term - 9 months from date of appointment, with possibility to extend between 3 and 6 months (maternity cover)

**Salary:** £25,900

## 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 19<sup>th</sup> century frigate.

## 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:

This is a maternity cover role and is key to achieving the Unicorn Preservation Society's Vision and Mission by widening access to HMS Unicorn and its heritage, and fulfilling the Museum's role as a community hub and source of community benefit. The post-holder will be responsible for HMS Unicorn's successful Learning and Access programme which reaches over 3,300 people a year across



a wide range of users both on and off ship. The post-holder will also be responsible for HMS Unicorn's 50 volunteers through its flagship "WaveMakers" programme, plus student placements, work experience and trainees.

### **Duties:**

Duties are as below, additionally, the post-holder will also adapt to any reasonable adjustment or requirement as requested.

### Learning and engagement operations

The Volunteering, Engagement & Learning Officer will identify educational opportunities using the ship and associated collections, to engage a range of different audiences – from local school children and community groups to life-long learners. You will have day-to-day responsibility for the learning and engagement activities and management of the volunteer programme and volunteers. The post-holder is expected to contribute to The Unicorn Preservation Society's community co-production work that is currently in development and to be delivered in 2024.

### Strategies

The Volunteering, Engagement & Learning Officer will have responsibility for reviewing and updating strategic documents pertaining to audiences, access, learning and volunteering compliant with the Museum Accreditation Standard and the Society's policies.

### Resources

Develop and monitor learning resources, activities and programmes for an extremely broad user base. Ensuring that they are brand compliant, meet curriculum needs (where targeting schoolchildren), of high quality, on a par with current good practice and meet budget targets.

### Volunteer management

The museum has around 50 volunteers on the books at any time as part of our WaveMakers volunteering programme, who assist with welcoming visitors, providing tours, assist at events, but are fundamentally clients of UPS whom we support through opportunities and mentoring. Volunteering, Engagement and Learning Officer will effectively recruit, manage and mentor volunteers in line with our WaveMaker principles, policies and procedures.



### Exhibitions and events programming

You will ensure that where exhibitions and events require support from volunteers that appropriate resources are available. You will be actively involved in planning and developing interpretive content using a range of different media and implementing an exhibition schedule, ensuring suitable evaluation mechanisms are included.

### Improving access to information

You should facilitate our compliance with the Equalities Act with a focus on schools, families and groups who face barriers to participation in the Museum experience.

### Learning and engagement services

Undertake consultation on the museums' learning programmes with a wide range of formal and informal audiences to review and identify new opportunities, partnerships and programme changes as required and on an ongoing basis.

Liaise with teachers, community and public service provider networks to promote our learning programmes.

Develop and maintain an excellent understanding of best practice within the museum learning community and raise the profile of the work of the Society within it.

Maintain financial records and performance indicators to provide regular, accurate and comprehensive information as required.

### Safeguarding

Ensure appropriate "Basics" checks are undertaken for all staff and volunteers through Disclosure Scotland, liaise to ensure museum staff are updated on Safeguarding Best Practice on an ongoing basis and act as the museums' staff point of contact for reporting Safeguarding concerns.

### Monitoring and evaluation

Monitor and evaluate the learning programme effectively using appropriate evaluation frameworks, and maintain existing evaluation records, and produce reports when required.



## Person Specification

The post holder will have a strong background in learning, education and overseeing volunteering in the museum, heritage and/or visitor attraction context.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Experience in a similar job at a comparable level in a comparable setting</li></ul>	<ul style="list-style-type: none"><li>• Post graduate qualification in Museum Studies or similar, PGCE qualification</li></ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Experience in developing and running museum learning programmes based around collections to inspire a range of audiences</li><li>• Experience in planning and running an engagement programme with formal and informal learning opportunities</li><li>• Experience of working with children and young people</li><li>• Experience of supporting individuals with additional support needs</li><li>• Experience of working with a range of partners e.g., trustees, local businesses, other heritage projects and heritage-based organisations, networks, schools and community groups</li><li>• Experience in managing and supporting volunteers</li><li>• Able to demonstrate initiative in developing</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with external sponsors and funders and preparing funding bids and applications</li></ul>



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**ESSENTIAL****DESIRABLE**

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**SKILLS & ABILITIES**

- new activities and programming
  - Ability to represent the Society at partner and stakeholder meetings and with individuals at all levels
  - Planning and implementing evaluation techniques and strategies
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- Project planning and project management skills
  - Able to plan a programme to work to a museum's policies and strategies
  - Ability to network, to find new Learning and Engagement partners and work with/communicate effectively with current L&E partners
  - Able to run outreach events in local venues in Dundee outside of the ship
  - Able to evaluate activities, projects and programmes and act on feedback
  - Able to write reports about learning and engagement activity
  - Excellent communication skills both written and verbal
  - Excellent administrative skills
  - Excellent inter-personal skills and the ability to relate to all types of people
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- Creating funding applications for museum education and community engagement projects
  - Writing online content
  - Flexible and innovative approach
  - Ability to manage and deliver projects within a tight timescale



	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Time management skills and the ability to work on own initiative</li> <li>• Competent user of Microsoft Office</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• A self-starter – able to work independently</li> <li>• Ability to effectively and efficiently manage own time and delegate tasks where appropriate</li> <li>• Able to motivate and lead, particularly volunteers</li> <li>• Competent public speaker</li> <li>• Able to make decisions regarding the operations and development of the learning, engagement and volunteer programmes</li> <li>• Flexibility - weekend and evening working</li> <li>• good interpersonal skills, able to work as part of a team, able to work independently</li> </ul>	<ul style="list-style-type: none"> <li>• Creative</li> <li>• Energetic and cheerful</li> <li>• Encouraging and supportive</li> <li>• Knowledge of the museum sector and current issues, opportunities and challenges facing the sector</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Post holder will be required to undergo an Enhanced Disclosure</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel around Dundee for meetings and outreach sessions</li> </ul>

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.

### **Accessibility Constraints**

- Must be able to access HMS Unicorn 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.



- Must be able to access the different decks on board HMS Unicorn which are only accessible via ladderways.
- Must be able to work for short periods of time on two lower decks with limited head room, ranging from 166 - 168cm and 127 - 158cm respectively

**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](mailto:matthew@hmsunicorn.org.uk). The deadline for applications is 23:59 on Sunday 14 January.