

## Job Description and Particulars of Appointment



### 1a. Details of Post

Title: **Project Officer** – HMS Unicorn, Project 'Safe Haven'

Salary: £30,000 pro-rata (or contract equivalent)

Fixed term: 9 months

### 1b. Service Area & Team

The Unicorn Preservation Society (UPS) is responsible for the care and development of HMS Unicorn, the oldest ship in Scotland and the 3<sup>rd</sup> oldest ship in the world still afloat.

The Unicorn Preservation Society owns the ship and operates it as a museum and hub for volunteering and lifelong learning. The ship is internationally important and of significance equivalent to the highest listed building status. The ship is part of the National Historic Ships UK Historic Fleet.

The Unicorn Preservation Society was established in 1968 and is a charity and company limited by guarantee. 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. Our vision is to inspire those who visit and work with us, offering lifelong learning and engagement opportunities for our local communities and beyond.

The post is located at HMS Unicorn, Dundee although there is scope for remote working. The Unicorn Preservation Society has secured development funding from the National Lottery Heritage Fund to progress the development stage of a major capital project to relocate the vessel to an adjacent dry dock, perform repairs and conservation on the ship, and create a new purpose-built museum.

## 2. Level & Purpose of Post

The Unicorn project is an innovative regeneration project that aims to safeguard an internationally important vessel and is the keystone of the City Quay regeneration, serving some of Dundee's most deprived communities. The project includes the restoration of Category B listed East Graving Dock and pumphouse.

The purpose of post is to support the UPS leadership and empower them to deliver greater benefits and reach through the forthcoming period of transformational change for Unicorn and for Dundee.

Working in accordance with the Unicorn Project Master Plan, the requirements of the Tay Cities Deal and in line with NLHF principles, the Project Officer will :

- Support the Project Board towards an over-arching and environmentally-sound solution for the long-term future of UMS Unicorn.
- Cognisant of "business as usual" and major project planning requirements, the Project Officer 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.
- Support and co-ordinate all aspects of the development of The Unicorn Project alongside the Project Board, Museum Manager and appointed consultants
- Refining the Master Plan and Business Case jointly with the Project Board Museum Manager 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 the of The Unicorn Project alongside the Museum Manager and appointed consultants, reporting to the Museum Manager and 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.

### 3. Key Responsibilities

The post holder will be:

- Responsible to the Museum Manager who will be overseer for the post holder's health and safety and wellbeing at The Unicorn Preservation Society
- Reporting to The Unicorn Project Board, and to the Chair of the Project Board, which this post will support.
- Required to build relations with partner organisations in refining and delivering the heritage interpretation and public access elements of the project and the visitor experience business plan.
- Expected to liaise and build relations with officers and volunteers within the host and project partner organisations but will not have direct authority over those involved.
- Confident and informed to challenge the Project partner's when relevant.
- Expected to develop new relationships with relevant organisations, groups and businesses to gain support for the project and with all potential end users to confirm their interest and commitment for space.
- Support the Project Board in exploring options and funding for future phases.

### 4. Main Duties

- Refine the Master Plan and Business Plan to ensure long term sustainability for the historic assets and activities.
- 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 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.

## 5. Performance & Customer Focus

The post holder will ensure they:

- Adopt a customer focused approach when developing and delivering the project, ensuring engagement with partners, the community and potential end users and maintenance of an appropriate personal profile.
- Act as an advocate for the project and work collaboratively with staff and volunteers in the Project Partner's organisations.
- Meet individual, project and personal development targets agreed through the Appraisal process, learn from experience and are committed to continuous improvement individually.
- Support a culture of team working.
- Meet the behaviours and competencies adopted by the host organisation, The Unicorn Preservation Society, in the way in which they achieve their objectives and carry out their work.

- To keep updated within the field of expertise, and ensure advice and decision making is evidence based and compliant with legislation.

## 6. Conditions of Service

This post is subject to the following:

- The post is based at HMS Unicorn, South Victoria Dock Road, Dundee, DD1 4BP
- The post is fixed term up to 9 months (with an extension anticipated for the right candidate, funding permitting), for 37 hrs per week.
- Normal office hours are 9 - 5pm Monday - Friday
- A flexible approach to working patterns with evening and weekend work will be required.
- Annual leave entitlement is pro rata for 28 days per year
- The appointment is subject to one months' notice in writing on either side.
- Smoking is not allowed on board HMS Unicorn.
- This post is funded from a National Lottery Heritage Fund grant. If for any reason funding is withdrawn or ceases this would result in the post ceasing following notice period.

## 8. Pre-employment Requirements

The appointment is subject to receipt of the following pre-employment checks;

- Satisfactory employment references.
- Evidence of the qualifications required for the post/listed on your application.