



## Unicorn Preservation Society

### Job Description

**Job Title:** Senior Fundraising Officer

**Location:** Remote/Hybrid with some time in Dundee

**Line Manager:** Fundraising & Communications Manager

**Job Family:** Fundraising & Communications

**Working Hours:** Full-time including occasional 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:** 3

**Salary:** £35,000.00 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 (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 Senior Fundraising Officer will implement and deliver HMS Unicorn's fundraising programmes under the leadership of the Fundraising & Communications Manager. Working as part of the Fundraising & Communications team and with support from the Fundraising Advisor, this role will encompass fundraising across Trusts and Foundations, individual giving, corporate partnerships, fundraising events, membership schemes, legacy giving and digital fundraising.



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 be responsible for the operational delivery of our fundraising activities, contributing to both strategy development and practical implementation. They will supervise specific members of the Fundraising & Communications team and will work closely with key teams across the organisation, specifically Heritage & Learning and the Project Safe Haven team.

The role includes direct responsibility for key fundraising income streams while supporting the Fundraising & Communications Manager in wider departmental objectives.

## **Key Duties and Responsibilities**

### **Operational Leadership**

- Implement and deliver HMS Unicorn's fundraising activities under the direction of the Fundraising & Communications Manager
- Develop and execute fundraising campaigns to secure diverse income streams
- Support the operational delivery of the departmental plans
- Contribute to tactical planning for fundraising activities

### **Team Supervision**

- Supervise specific members of the Fundraising & Communications team as directed by the Fundraising & Communications Manager
- Work collaboratively with teams across UPS to identify fundraising needs and implement appropriate actions

### **Fundraising**

- Support donor research, approaches and applications, reporting and relationship management across trusts, foundations and statutory sources
- Develop and grow individual giving programmes, including regular giving and one-off donations
- Design and implement fundraising events and activities to engage supporters and generate income
- Create and manage corporate partnership programmes and sponsorship opportunities
- Develop and maintain the membership scheme, ensuring excellent stewardship and value
- Establish and grow a legacy-giving programme
- Implement and manage digital fundraising campaigns across various platforms
- Develop appeals and direct mail in collaboration with team members
- Research and identify new fundraising opportunities and trends
- Work with the Marketing & Communications Officer to ensure effective promotion of fundraising initiatives



## Communications and External Relations

- Work closely with the Marketing & Communications Officer to develop fundraising materials and messaging
- Brief the Marketing & Communications Officer on campaign requirements and target audiences
- Support relationships with brand ambassadors and high-profile supporters
- Deliver presentations to potential donors and represent HMS Unicorn at external events
- Collaborate with the Marketing & Communications Officer to create engaging content for fundraising campaigns

## Administration and Compliance

- Assist in maintaining fundraising budgets in conjunction with the Fundraising & Communications Manager and Fundraising Advisor
- Prepare regular fundraising reports for the Fundraising & Communications Manager and contribute to reports for Trustees meetings
- Maintain accurate fundraising database and documentation systems
- Ensure fundraising activities comply with legislation and fundraising codes of practice

## Additional Responsibilities

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

## 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

## 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

- Minimum 3 years' experience in fundraising or development roles in charity, heritage or cultural settings
- Experience of individual giving, corporate partnerships, and/or community fundraising
- Experience of planning and delivering successful fundraising events
- Experience of developing and implementing membership schemes



- Experience of digital fundraising techniques and platforms
- Experience of supervising staff or volunteers
- Knowledge of fundraising good practice and relevant legislation
- Proficient in Microsoft Office 365 applications, including Teams
- Excellent communication and presentation skills, including online presentations
- Project planning and management skills
- Good organisational and time management skills
- Experience of budget management
- Experience of maintaining CRM databases for fundraising and donor management
- Ability to work effectively as part of a team and lead others
- Self-motivated and proactive approach
- Creative and innovative thinking
- Commitment to inclusive practice
- Willingness to work occasional evenings and weekends

#### Desirable Criteria

- Experience of developing and managing corporate partnerships
- Experience of legacy fundraising programmes
- Experience of working with brand ambassadors and high-profile individuals
- Experience with different membership and friends' schemes models
- Experience of using social media for fundraising purposes
- Experience of contributing to major fundraising campaigns
- Experience of tactical planning and implementation
- Knowledge of maritime history or heritage sector
- Understanding of Museum Accreditation requirements
- Experience of donor stewardship and relationship management
- Experience with CRM systems specifically for fundraising
- Membership of the Chartered Institute of Fundraising

*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.

## 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

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 [eilish@caithnessconsulting.co.uk](mailto:eilish@caithnessconsulting.co.uk)

Application deadline: 09:00 on Friday 20<sup>th</sup> June 2025

Interview date: Friday 27<sup>th</sup> June 2025

Applicants will be asked to give a presentation on a related topic followed by a competency-based interview. 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>

