



The Unicorn Preservation Society

HMS Unicorn, Dundee

Registered charity SC002771

The role

The Operations Officer is jointly responsible with the Museum Manager for ensuring smooth running of the Museum, reporting to and working closely with the Museum Manager. This is a full-time position.

Background

The Unicorn Preservation Society, a charity registered in Scotland, registration number SC002771. We will ensure the conservation and interpretation of HMS Unicorn within a maritime heritage visitor attraction as part of a group within the Dundee Waterfront and the wider Tayside region.

HMS Unicorn is the oldest surviving complete wooden hulled warship in the United Kingdom. Her keel was laid in 1822 and the ship completed and placed in storage in 1824. She subsequently moved to Dundee in the 1870's and was gifted to the charity by the Ministry of Defence in 1969. The ship has remained in the city ever since. The heritage of the ship is, therefore, largely associated with Dundee and she is an integral part of the history of the town and Scottish naval history.

We are entering one of the most exciting phases in the history of the ship as we engage with funders to achieve significant grants to support the ship being moved from Victoria Quay to the East Graving Dock in Dundee. Over the next few years, we anticipate a remarkable transformation of the ship and quayside helping to secure the future of this important Heritage Asset.

Responsibilities and duties

The role of Operations Officer is to support the Museum Manager and ensure the smooth operation of the museum, working alongside the Volunteering, Engagement and Learning Officer and the Maintenance Officer.

The post holder will have a background in museums, heritage or general tourism operations or management. The Operations Officer will have line management responsibility for Museum Assistants and will report to the Museum Manager.

Duties will include the following:

- Day-to-day management of the ship as a visitor attraction with joint responsibility for opening and closing the museum
- Identify areas of funding opportunity within existing activities, as well as untapped opportunities, and to agree these with Board and Museum Manager.

- Use initiative to communicate effectively with your share of this target audience.
- Meet budgeted funding objectives and accurately report exceptions. (Successes, excesses, shortfalls, failures, reasons and consequences.)
- Staffing front desk when required
- Line management of Museum Assistants, including producing rotas and managing absences
- Answering enquiries from the public.
- Arranging contractors and works
- Management of shop and stock, placing orders when necessary
- Scheduling H&S checks and ensuring Museum is fully within legislative/statutory requirements
- Social media and strategy and updating the Museum's website and online presence
- Submit timely reports and prepare presentations/proposals as assigned
- Deputise for Museum Manager when required.

Person Specification

	Essential	Desirable
Qualifications	Minimum 2 years' experience gained in a comparable-level role within a comparable sector (museums/galleries/heritage/tourism)	A qualification in a relevant subject (Museum Studies, Heritage Management) at any level (SVQ, Undergraduate, Postgraduate)
Experience and Knowledge	Experience in operations or management within a visitor attraction Experience in managing staff Experience in visitor service and welcoming the public Experience in a retail environment	
Skills and Abilities	Self-motivated and independent worker Excellent time management skills and ability to work on own initiative Excellent interpersonal skills Excellent written and verbal communication skills IT Literate – knowledge of MS Office and EPOS essential	Creation and management of website content Managing social media content

	Numeracy – ability to manage cash.	
	Marketing & PR skills	
Personal Skills	Self-starter, able to work independently	Creative
	Ability to effectively and efficiently manage own time and delegate tasks where appropriate	Energetic and cheerful
	Able to make decisions regarding operations within the museum	Encouraging and supportive
		Enjoys other people

Other matters

The role is fulltime, some additional hours may be necessary. We are flexible in how hours are incurred, to a degree, as you will have to take account of the needs of the ship when used as a venue or for other operational reasons.

How To Apply

Application is by covering letter outlining how you fit the role description (no more than two sides of A4) and CV sent to Matthew Bellhouse Moran, Museum Manager, at matthew@hmsunicorn.org.uk or posted to HMS Unicorn, South Victoria Dock Road, Dundee, DD1 3BP no later than **5pm on Wednesday June 1st 2022.**