



HMS Unicorn

**The Unicorn Preservation Society
HMS Unicorn, Dundee**

Registered charity SC002771

Executive Administrator

Role description

Job title: Executive Administrator

Location: HMS Unicorn, with possibility of remote or hybrid working.

Line Manager: Executive Director

Job Type: 0.6 FTE

Contract Type: temporary (6 months with potential to extend))

Salary: £27,000 pro-rata (£16,200)

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.

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:

Unicorn celebrates its 200th anniversary this year, and we are developing Project Safe Haven, our ambitious plans to develop Dundee's derelict East Graving Dock into a new safe harbour for Scotland's oldest ship with facilities and amenities commensurate with Unicorn's position as one of the most important vessels in the world. The Charity is entering a period of rapid change and development as we seek major funding toward Project Safe Haven for the first phase of activity, to 2030-2035. We're looking for an experienced executive administrator to

provide additional support to the small management team while we embark upon this exciting journey.

The Executive Administrator will provide direct support to the Executive Director and the rest of the team, which fluctuates between 8 and 11 individuals representing 5 – 6 FTE. This will also involve supporting Project Safe Haven and the Project Director, the fundraising team, and events and learning teams. The post-holder will be based at Unicorn, but there may be some flexibility as discussed with the Executive Director. The role will primarily be weekdays 9-5, with occasional weekend and evening work.

The key tasks will include:

Governance & senior management support

- Provision of support to the management team (e.g. handling enquiries, organising internal/external meetings, diary management, organising travel/accommodation, etc)
- Collation of relevant information for Board and committee reports in consultation with the Executive Director
- Proactively manage enquiries (e.g emails, post, phone) including preparing draft responses and seeking information from relevant sources.
- Ensure deadlines are diarised and met for senior management and Trustees.

Fundraising/Events/Learning

- Work closely with relevant teams to provide administrative and in-person support (e.g. sending invitations, ordering catering, maintaining relevant databases,)
- Provide support to the fundraising and development team

HR/Volunteer Administration

- Support for recruitment of new staff and volunteers (from advert to offer).
- Ensure PVG and right to work checks are undertaken
- Capture and monitor staff annual leave, sickness, training requirements and appraisals.
- Provide administration support regarding formal HR meetings and correspondence.
- Ensure information held on former staff complies with relevant GDPR and organisational policies

General Administration

- Provision of support relating to financial transactions and budgeting
- Oversee effective operation of administrative support

General

- Ensure all relevant policies are up to date and flagged for review on a regular basis

- With management, support organisational compliance with relevant legislation, guidelines and best practice
- Review and ensure best practice for record keeping is followed by staff, including archiving of records and management of the online filing system.
- Undertake any additional duties as may be reasonably required, consistent with the nature and grade of the post.

Essential requirements:

- Prior experience of administration within a small office.
- Excellent communication skills and ability to communicate effectively and sympathetically with a wide variety of people including staff and supporters.
- Excellent time management and organisational skills to be able to deal with a
- multitude of tasks and a range of priorities.
- Strong IT skills including Teams, Outlook, Word, PowerPoint and Excel.
- Practical, proactive, unflappable and able to use their initiative.
- High level of accuracy and attention to detail

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.

Access:

- 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 which are only accessible via ladderways.

For a full description of access aboard HMS Unicorn, please refer to our access guide available [here](#)

The Unicorn Preservation Society is 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.

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,

Executive Director, at matthew@hmsunicorn.org.uk or posted to HMS Unicorn, South Victoria Dock Road, Dundee, DD1 3BP no later than **5pm on Tuesday January 21st 2025.**

We encourage applicants from all backgrounds, and welcome applications from those facing barriers to employment, people living with a disability and with additional support needs, people from a BAME background, refugees and those who identify as LGBTQI+.

We are part of The Disability Confident scheme which includes a guaranteed interview for any disabled applicant who meets the minimum requirements for a job

If you have a disability and would like to apply for the Guaranteed Interview Scheme then please make this known when submitting your application.

We are happy to make reasonable adjustments to the application and interview process. Please send us information about any reasonable adjustments that you require to matthew@hmsunicorn.org.uk