

## Communications Assistant (fixed term)

Communications & External Affairs  
Quality Meat Scotland



Are you an early Communications career professional or graduate with a PR / Communications / Journalism or relevant professional degree or qualification? Are you also passionate about red meat from Scotland?

If you have answered 'yes', then Quality Meat Scotland (QMS) has the role for you!

QMS is the Scottish Red Meat Levy body. We work with the Scottish red meat industry to support, protect, promote and develop the people and products that make up the Scottish red meat sector.

We have an exciting full-time, fixed-term opportunity (with the possibility of extension) in our Communications & External Affairs department as **Communications Assistant**. The post holder will lead QMS's copywriting on the benefits of Scottish beef, pork and lamb, as well as assist the Corporate Communications team with various ongoing internal and external activity. This will include supporting media coordinating, monitoring and evaluation, industry events and digital communications.

As Communications Assistant at QMS, no two working days will be the same. One day you could be writing our positive red meat narrative and communicating it across various mediums, and the next you could be supporting the wider team with media and event activity for the red meat sector. One thing is certain; you will get great exposure to the mixture of disciplines within the Corporate Communications profession surrounded by a supportive and passionate team.

This role is a fixed term appointment for 12 months with possibility of extension and full time, however, we are focused on getting the right candidate, so flexible working patterns could be considered. This is a hybrid role with the minimum of one day per week in the office situated at South Gyle, Edinburgh and additional days as required by the organisation. Our office is based in the outskirts of Edinburgh, however there is also a great deal of flexibility on location. We offer a comprehensive remuneration and reward package, including a competitive salary, 25 days holidays plus statutory holidays, company maternity policy and 10% employer pension contribution.

Salary/ Benefits - (Salary band 2) with a permanent salary of £31,467 plus 10% company pension contribution, enhanced sickness and maternity pay schemes, death in service benefit and 36 days holiday per year, including statutory holidays.

Full job description available upon request [applications@qmscotland.co.uk](mailto:applications@qmscotland.co.uk)

### To apply for this role:

Please submit your CV along with a covering letter stating why you believe you are a suitable candidate for the role.

Email: [applications@qmscotland.co.uk](mailto:applications@qmscotland.co.uk)

**Closing date for applications is 5pm on Friday 27 March 2026.**