

Events Coordinator

Communications & External Affairs
Quality Meat Scotland



Are you passionate about red meat from Scotland? Do you have experience organising events?

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 lead the development of the sector by driving demand from consumers who recognise our brands as a mark of integrity. Our vision is to make Scotland: the choice for premium red meat.

We are excited to offer a position in our Communications & External Affairs department for an Events Coordinator. This role involves working closely with the Communications Manager to support QMS's efforts to communicate the benefits of red meat in a sustainable Scotland and the contributions of QMS and the wider Scottish red meat supply chain to the Scottish economy.

As Events Coordinator at QMS, each day brings something new. You might assist in planning an international trade show with our Business Development team one day, and the next you could be setting up a QMS industry stand at an agricultural event in Scotland.

This role is a permanent and full time, however we are focused on getting the right candidate, so flexible working patterns could be considered. 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 3) with a permanent salary of £31,417 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

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

Closing date for applications is 5pm on Wednesday 14th February 2024