

Head of Communications & External Affairs (Maternity cover)

Communications & External Affairs
Quality Meat Scotland



We have an exciting opportunity for an experienced Communications / Public Affairs leader to manage our in-house Communications & External Affairs Team as well as strategic industry, decision-maker and internal communications whilst the team Director is on maternity leave.

QMS is the Scottish Red Meat Levy body. We work on behalf of the Scottish red meat industry to support, protect, promote and develop the people and products that make up the Scottish red meat supply chain.

In this full-time, fixed-term opportunity as **Head of Communications & External Affairs** you will guide, motivate and support the team responsible for promoting positive messages and protecting the reputation of the Scottish red meat industry, its products and QMS the organisation. You would be a key member of the Strategic Management Team (SMT) as well as leading the strategic internal and external communications projects for 2026/27, and lead team planning and prioritisation for 2027/28 (4th year of QMS's Strategy), working closely with the Chief Executive. A key project this year will be leading on the internal communications and culture programme linked to our People Strategy.

As Head of Communications & External Affairs at QMS, no two working days will be the same. One day you could be writing executive level communications such as a Chief Executive speech and the next you could be reviewing team performance against key work packages and agreed budgets. What's certain is you will be overseeing and supporting our hard working and passionate team across a variety of professional disciplines from Public Affairs and Industry Strategy to Corporate Communications and Industry Reputation.

This role is a fixed-term appointment for a minimum of 10-months* to provide team management whilst the Communications & External Affairs Director is on maternity leave from late summer 2026. It is 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. 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.

We also offer a competitive remuneration package, including 36 days holiday per year, including statutory holidays, a generous 10% company pension contribution, enhanced sickness and maternity pay schemes and death in service benefits.

Full job description available upon request applications@qmscotland.co.uk

*As this is a maternity cover role, you must be available start from August 2026.

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 27 May 2026.