

COMMUNICATIONS AND EVENTS MANAGER (Maternity Cover – 9 months)



Quality Meat Scotland (QMS) is seeking a Communications and Events Manager (maternity cover) to work as part of the Communications team, which is at the heart of the success of QMS, the small dynamic organisation working on behalf of the Scottish red meat industry.

We are the public body dedicated to promoting the Scotch Beef, Scotch Lamb and Specially Selected Pork brands and are primarily funded through a statutory levy funded by farmers and processors and are accountable to Scottish Ministers and the Scottish Parliament for its use of public funds.

Reporting to Head of Communications, the position is fast-paced and diverse. The focus of the role is on consumer-facing PR behind the industry's brands – Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork. The role will include writing and producing materials for press; media relations; responsibility for our website and e.communications and taking a lead role in co-ordinating our presence at trade and consumer events at home and abroad.

Applicants must have a minimum of two years' experience working in communications/PR/Journalism with proven events management experience – including operations and logistics for national and, preferably, international events. You will possess previous experience in website development with good IT skills, be a team player with a positive attitude and work ethic who would enjoy working in a small but busy office environment. Ideally you will have issues management and budget management skills and experience as well as PR agency management experience.

A competitive package is available depending on qualifications and experience for this interesting and varied role. The job is based at our office at the Rural Centre, Ingliston, Newbridge, Midlothian, EH28 8NZ. A driving licence and own vehicle is essential for which any business mileage will be reimbursed.

Please apply in confidence with an up to date CV and a covering letter setting out why you are suitable for this role and also include your current salary and benefits package. Please send by email to applications@qmscotland.co.uk before the closing date of 12pm on Friday 26 May 2017.