



## Project Officer, Quality Meat Scotland Ingliston, Edinburgh

We are seeking a new Project Officer to support our Director of Strategic Engagement to deliver our stakeholders engagement and export strategy.

The main task of this new role is to support the Director of Strategic Engagement in the delivery of key projects including mapping key stakeholders and pathways to develop positive relationships.

The Project Officer will assist the director in maintaining the important network between QMS and its stakeholders to the advantage of QMS and the Scottish red meat industry and its brands. The officer role will also involve supporting the flow of communication from stakeholders to other QMS departments, the Chief Executive, and when relevant the chairman of the board and the board of QMS.

The Project Officer will also support the Director of Strategic Engagement in delivering key international projects including international trade shows which are supporting the Scottish red meat industry international trade and in delivering a conference in Scotland to support the development of the Scottish red meat industry.

Essential attributes for this role include:

- Excellent communication skills (written and spoken).
- Computer literate.
- Work experience(s) or degree(s) demonstrating his/her abilities to deliver the main job tasks and responsibilities described above.
- Driving license.
- Prince 2 qualification would be desirable
- Positive attitude and motivated.

The role offers a competitive remuneration package and an exciting opportunity for personal development.

Please apply in strict confidence by sending your CV (including current salary) and covering letter briefly demonstrating your understanding of the role and how your experience/qualification could develop this new role, to Lisa Wilson, Office Manager & Executive Assistant, Quality Meat Scotland, The Rural Centre, Ingliston, Edinburgh, EH28 8NZ or email: [applications@qmScotland.co.uk](mailto:applications@qmScotland.co.uk)

Please note that applications not including both elements (CV and Covering letter) will be automatically disregarding.

Closing date for applications is **5pm** on the 23<sup>rd</sup> March 2018.