

LINK Events Officer



JOB TITLE: Events Officer

CONTRACT TYPE: Fixed term 4 months initially, with possibility of extension

SALARY: £30,102 pro rata

HOURS: 21 hours per week; occasional evening and weekend work may be required, for which time off in lieu is given.

LOCATION: LINK Edinburgh Office with flexible home working

CLOSING DATE: 22nd October 2026

INTERVIEW DATE: 6th November 2026

Are you passionate about the environment? Will you put your events expertise and passion into helping to tackle nature and climate emergencies? Join a dynamic network of eNGOs, all working together to restore and protect Scotland's environment.

We are seeking an Events Officer on a short-term contract to help deliver a major new conference for the nature sector in Scotland. We are looking for a self-motivated, proactive candidate with excellent organisational skills, experience of coordinating events and a genuine commitment to inclusion. You do not need to have experience in the environmental sector, and we particularly welcome applications from people whose backgrounds and perspectives are currently under-represented in our sector

About Scottish Environment LINK

LINK is the national coalition for Scotland's voluntary, citizen-led, environmental organisations, with 50 member organisations and a collective membership of more than 500,000 people.

Find out more at www.scotlink.org

Job purpose

To lead the planning and delivery of inclusive, accessible LINK's events, and specifically the first Scotland's Nature Summit in March 2027. The post-holder will sit within our campaigns and communications team, line managed by the Campaigns and Communications Manager.

The successful applicant must be available to work on-site on the 2nd March 2027, and must be available to work in the weeks immediately preceding this event. We are happy to discuss any reasonable adjustments or flexible arrangements to support this.

Key responsibilities

Events

- Manage the planning and delivery of LINK events, building in equality, diversity and inclusion from the earliest stages of planning through to evaluation
- Communicate effectively with all relevant partners, including event speakers, sponsors, attendees, event hosts, and other stakeholders using clear, accessible language and formats
- Bring a high level of attention to detail to all aspects of event delivery, including all accessibility and inclusion requirements and needs.

General responsibilities

- Ensure effective communication with LINK staff and members
- Contribute to the preparation of reports including annual report and quarterly reporting
- Promote respectful, inclusive working culture within the team and wider LINK network

Person specification

Essential

- Relevant experience in a similar role, such as in events or campaigns planning
- Demonstrable organisational skills with a high level of attention to detail
- A proactive approach to the role with the ability to work in a dynamic, fast-paced environment
- An ability to work within a diverse network and an understanding of what makes an event accessible and inclusive and a commitment to putting these values into practice

Desirable

- The ideal candidate will have a passion for environmental issues and/or an understanding of the political and policy context in which we operate. However, candidates without a background in the environmental sector or in-depth knowledge are encouraged to apply.
- Experience of working within a membership organisation, or within the third sector, would be beneficial
- Experience of planning events with accessibility and inclusion in mind for example quiet spaces, live captioning, BSL interpreters.

LINK is committed to a fair and inclusive recruitment process. If you would like this information in an alternative format, or need any adjustments at any stage of the process, please get in touch – we will be happy to help.