



**Job Title:** Events & Communications Coordinator

**Location:** Edinburgh

**Salary:** £25,000

**Contract:** Full Time/Permanent

**Hours of work:** 9am to 5.00pm Monday to Friday

**Benefits:** 31 days holiday (with additional 10 workings days at Christmas) and Employer's contribution to a Workplace pension (following completion of probationary period)

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## About the Role

We are seeking a motivated and organized Events & Communications Coordinator to join our team. Reporting to the Events Manager, this role focuses on coordinating the delivery of Remembrance and Commemorative events that bring together the Armed Forces community, while also supporting the organisation's communications and digital presence.

This is a mid-level role with opportunities to take ownership of projects, contribute creatively, and engage with a wide range of stakeholders.

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## Key Responsibilities

### Event Coordination

- Coordinate operational and administrative elements to ensure successful delivery of Remembrance, Commemorative, and other special events.
- Maintain and update the Events Equipment Register and ceremonial stock.
- Manage the Legion minibus, including MOT, servicing, insurance, and routine checks.
- Support one-off and special project events from planning through execution.

### Communications & Digital Content

- Create and publish content across social media platforms, including Facebook, Twitter, and Instagram.
- Maintain and update event information and content on the website.
- Support the design and production of publications for Head Office, Branches, and Clubs.
- Identify PR opportunities to raise the profile of the Legion's activities.

## Additional Responsibilities

- Undertake other duties as directed by the Line Manager or CEO.
  - Be available for occasional evening and weekend work.
  - Travel independently as required (clean driving licence essential).
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## What We're Looking For

- Proficiency in MS Office and digital communication tools.
  - Strong social media skills with the ability to grow audiences and build brand awareness.
  - Excellent team-working skills and the ability to collaborate with diverse groups.
  - Able to work independently with creativity, initiative, and attention to detail.
  - Able to perform under pressure and meet strict deadlines.
  - Experience managing relationships with a wide range of stakeholders.
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## Why Join Us?

This is a fantastic opportunity to play a key role in delivering high-profile events and shaping the organisation's communications. You will gain exposure to a variety of projects, build relationships across the Armed Forces community, and help promote the Legion's mission and values.

If you would like any further information on the role before applying, please contact Brian Ward (Events Manager) on [b.ward@legionscotland.org.uk](mailto:b.ward@legionscotland.org.uk)

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**To Apply:** Send a covering letter confirming your suitability and experience for the role and CV (including two referees) to [recruitment@legionscotland.org.uk](mailto:recruitment@legionscotland.org.uk)

**Closing Date:** 12 noon Friday 16<sup>th</sup> January 2026.

**Interviews:** Week of 19<sup>th</sup> of January 2026

**Start Date:** February/March 2026 (notice periods can be taken into consideration)

Please note we will be unable to confirm all applications received, only those successful to be called for an interview will receive a response.