

**Job title:** Corporates & Events Officer

**Location:** Scottish Seabird Centre, The Harbour, North Berwick,

**Reports to:** Head of Communications and Fundraising

**Hours:** Up to four days per week, flexible working hours with some weekends and evenings

**Salary:** £26,000-28,500 p.a. pro rata

**Status:** 18 month fixed-term contract, with a view to making the role permanent if funding allows

The Corporates & Events Officer will play a key part in helping our Charity save seabirds, restore seas and inspire change. They will deliver unforgettable experiences for our members, supporters, funders and visitors while fostering meaningful connections with our corporate partners that support our mission. Your organisational skills and enthusiasm for people will ensure every interaction leaves a lasting impact, helping to grow our reach and deepen our engagement with supporters, members, partners, and visitors alike.

### **The Scottish Seabird Centre**

The Scottish Seabird Centre (SSC) works to ensure that Scotland's seas and coasts are alive with wildlife, celebrated and protected by all. We act to save seabirds and restore Scotland's marine environment through conservation, learning, and unforgettable wildlife experiences:

**Conservation** – We manage internationally important seabird islands, including Bass Rock, which is home to one of the largest gannet colonies in the world, and Craigleith, where our community conservation project, [SOS Puffin](#), has quadrupled the population of breeding puffins.

**Learning** – We seek to build an understanding of and a passion for the marine environment. Over 60,000 children and young people have engaged with our education programme.

**Experience** – We operate one of the leading nature visitor centres in the UK, welcoming over 170,000 visitors a year, and were awarded the Gold Green Tourism Award in April 2025.

### **Key Responsibilities**

#### ***Corporate engagement***

Manage our corporate membership scheme, providing stewardship to existing members and expanding the scheme and income it generates for the charity

Manage relationships with our corporate partners, ensuring high levels of satisfaction and maximising income generation

Coordinate the delivery of corporate awaydays

Work with Senior Management to identify and develop new corporate partnerships

### ***Events management***

Coordinate and promote our events programme, which aims to drive footfall and income while supporting the delivery of our Experience and Learning goals.

Plan and deliver events for a range of audiences, including MarineFest, our contribution to Fringe-by-the-sea, themed weekends, talks, screenings, exhibitions, community activities, and private hires.

Support Discovery Experience staff to ensure a well-organised, vibrant and appealing schedule of routine events in the Discovery Experience

Manage event logistics, including event briefs, programming, invitations, setup, equipment, staffing/volunteers, and supplier liaison.

Promote events in coordination with the Communications and Fundraising team (listings, event descriptions, booking links, etc).

Act as duty manager for events when required, ensuring smooth delivery and a positive audience experience. Duty manager training will be provided.

Gather feedback and support post-event evaluation and reporting.

### ***Other***

Contribute to the management of the info@ inbox and general phone enquiries

Provide administrative support to the wider team as required

### **Essential skills and experience**

Strong logistical and organisational skills, including managing events

Confident and able to represent our charity to public and corporate audiences

Engaging and effective communicator (oral and written)

Attention to detail and ability to meet deadlines and provide accurate and timely information

Experience gathering feedback and producing post-event evaluations and reports

Ability to deliver to schedule, often to tight deadlines

A passion for nature and commitment to the Scottish Seabird Centre's mission and values

### **Desirable skills and experience**

Familiarity with CRM systems (e.g., Beacon, Salesforce, Raiser's Edge) or event management software.

Experience in fundraising and/or partnership development

**To apply – Please email a cover letter and CV to Carrie at [carrieb@seabird.org](mailto:carrieb@seabird.org) by 12:00 on Monday 20 April. Interviews will be held at the Scottish Seabird Centre on the 27 and 28 April.**