

Events Co-ordinator – Summer 2026

Working for: Scottish Organic Producers Association (SOPA)

[SOPA](#) is Scotland's largest organic membership body, with more than 80% of all organic land in Scotland, and 60% of Scotland's organic farmers registered with us. SOPA offers organic certification for food and farming businesses, as well as a comprehensive package of exclusive services to assist, advise and support our Members.

We are currently looking to boost our Member Services by offering more on-farm and summer events in 2026.

Key Responsibilities

Event Planning & Coordination

- Help shape and deliver a busy summer calendar of farm walks and national events. Events will include on-farm walks for SOPA members to network and see other organic farms in operation.
- Manage the delivery of the SOPA outdoor exhibition stand at the Royal Highland Show – this means build and break as well as attending each day of the Show alongside SOPA colleagues.
- Work closely with the SOPA Team to create valued experiences for SOPA Members, farmers and the general public.

On-Site Event Delivery

- Build vibrant, professional SOPA stands that attract attention and spark conversations with existing and prospective members as well as interested members of the public.
- Manage the catering and hospitality for all events, including the SOPA Reception at the Royal Highland Show.
- Work with SOPA colleagues to ensure daily operations of each event run smoothly.
- Ensure events are delivered safely for those attending, hosting and working.

Customer Engagement & Communication

- Gain a knowledge of what SOPA is about and be confident in sharing this professionally.
- Confidently converse with members of the public, farmers and prospective SOPA members in an engaging, enthusiastic and knowledgeable manner.
- Administration will include making bookings, helping with promotion and communications, and being responsible for event equipment and logistics.
- You will also ensure all financial elements are kept to budget and that delivery stays on track.

- Ensure an accurate event log is kept on budgetary reporting, required equipment lists, event overviews and attendees.

After-Event Wrapping Up

- Remove all equipment leaving no trace.
- Ensure items are stored appropriately to prevent damage.
- Report any losses or damages immediately.

Person Specification

Essential

- A good level of fitness for outdoor activity, as many of our events include farm tours in all corners of Scotland. These will entail walking across fields and farmland in possibly inclement weather.
- Full UK driving license and vehicle.
- Friendly, confident communicator.
- Well-organised with strong time management.
- Practical, can-do attitude.
- Reliable, positive, and able to work in a team.

Desirable

- Experience in events, agriculture, hospitality, or customer-facing roles.
- Interest in organic farming, sustainability, or rural life.

Working Conditions

- Outdoor work at farms and summer events.
- Some evening or weekend work will be expected.
- National Travel is essential.

Location: Flexible Hybrid – Office time from home and onsite event delivery. Events include on-farm & major summer shows in Scotland.

Contract: May-October 2026



Deliverables: minimum 4 farm walks held on members' farms throughout Scotland, plus minimum 6 Days of the Royal Highland Show at Ingliston in June.

Remittance: The expectation is that each farm walk will require 3 days work (1 day planning, and 1 day execution including removal/debrief), plus the Royal Highland Show will require 6 days work (one planning, four execution and one removal/debrief). Travel time is included in the work days for event execution. Total days planned for this summer is 18 and the rate of pay is £150 per day. Total package £2700.