



Celebrating 150 Years

The Royal
Environmental
Health Institute
of Scotland



Events and Membership Co-ordinator

The Events and Membership Coordinator is responsible for the day-to-day organisation of the Institute's events and membership activities, reporting directly to the Chief Executive. This role plays a key part in member engagement and is essential to delivering the Institute's Membership Action Plan.

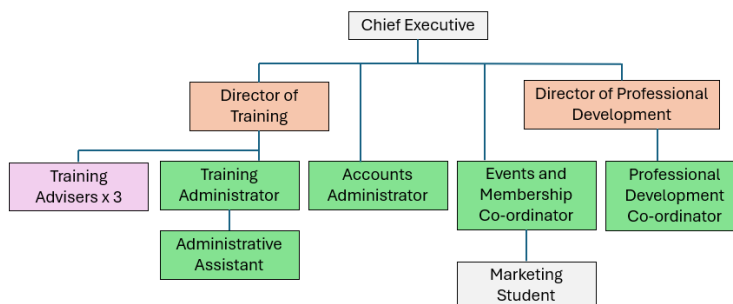
Outline of Duties

- To positively promote the Institute and Environmental Health profession.
- To be a friendly and supportive point of contact for members, responding to enquiries and supporting virtual and in-person meetings and events.
- To plan, organise and deliver professional update events and courses (usually online but may be occasionally in person). This will be done in conjunction with the REHIS member subject representative and courses co-ordinator as appropriate.
- To work with the Northern and Southern Centres to plan and administer a programme of member events for the year (usually online but may be occasionally in person).
- To assist in the organisation and delivery of the annual Forum, AGM and Presenters seminars (hybrid events).
- To manage the communications on membership matters with members. This includes regular update on events via email, website, and social media platforms.
- To co-ordinate the Institute's response to consultation documents.
- To collaborate with the EHO Ambassadors to promote the profession through various initiatives, events, and communications.
- Processing reports and correspondence in relation to events and membership.
- To prepare material for the Journal, the e-Newsletter, website and social media.
- Assisting with the Institute website, including content, member logins, CPD and general updates.
- Any other reasonable duties to assist the Chief Executive as required.



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Person Specification

Essential Requirements:

1. Competent planning and administration skills, able to manage multiple events and deadlines simultaneously.
2. Experience in planning and organising events, handling venues, catering, AV and working to a budget.
3. Thorough knowledge of Microsoft packages.
4. Excellent written and oral communication skills, good attention to detail.
5. Knowledgeable in social media communication (LinkedIn and Instagram).
6. Basic knowledge of website content updates (WordPress).
7. Flexible in their approach to work, handling last-minute changes or challenges calmly and efficiently.
8. Proactive and ability to work on their own and as part of a small team.
9. Professional and personable, with a positive and helpful attitude.

Desirable Requirements:

1. Experience with membership databases or CRM systems.
2. Familiarity with platforms like Mailchimp and Canva.
3. Knowledge of REHIS and Environmental Health.
4. Knowledge and understanding of awarding body status and SCQF qualifications.

About the organisation

The Royal Environmental Health Institute of Scotland, often referred to by the acronym REHIS, is an independent, self-financing registered Scottish charity (Number SC009406) based in the centre of Edinburgh. It is the Professional Institute for Environmental Health in Scotland who awards the Diploma in Environmental Health and is a national awarding body for qualifications in Food Hygiene, Food and Health, HACCP, Control of Infection, Occupational Health and Safety, First Aid and Licensing. For more information about the Royal Environmental Health Institute of Scotland (REHIS), please visit www.rehis.com

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