

Business Development Coordinator

- Location: SAMS site, Dunbeg, near Oban
- Hours of work: 37 per week

Salary range: Grade 4 £27,644-£30,805 per annum

Contract type: Permanent

Company

The Scottish Association for Marine Science is an equal opportunity employer; we welcome applications from people with disabilities. We value the diversity of the people we hire and serve.

Diversity at SAMS means fostering a workplace in which individual differences are recognised, appreciated and respected, as well as responded to in ways that fully develop and utilise each person's talents and strengths.

Job Description

The Business Development Coordinator will support the day-to-day business development, customer engagement and income generation activities across SAMS Enterprise.

This is a varied and people focused role, combining customer interaction, event and conference coordination, CRM administration, market research and general business development support. The post holder will help ensure that

customer enquiries, meetings, visits, exhibitions and commercial opportunities are managed efficiently and professionally.

Working closely with the Business Development Manager and wider Enterprise team, the role will involve maintaining customer records, coordinating activities and events, supporting communications with clients and partners, undertaking market research and helping colleagues progress new business opportunities.

This role would suit someone who enjoys organisation, working with people, coordinating multiple activities and supporting the growth of an innovative organisation operating within the marine, environmental and sustainability sectors.

Main Responsibilities

<i>Responsibilities</i>	<i>Approx. % of time</i>
Opportunity generation and customer engagement: Assist with the coordination and development of commercial opportunities aligned with SAMS Group capabilities. Support customer engagement activities and help maintain positive relationships with existing and prospective clients. Assist with customer enquiries, follow-up	40

actions, opportunity tracking and the maintenance of accurate records within the Enterprise CRM system.	
Business development operations & coordination: Support the delivery of SAMS Enterprise business development activities through the coordination of meetings, client visits, conferences, exhibitions and associated logistics. Maintain business development and event budgets, client and event databases and contribute to the continuous improvement of business development systems and processes. Work closely with the Marketing Executive to support marketing activities, including the coordination and purchasing of marketing materials.	40
Market research: Support and develop market, sector and company profiles to support business development activities.	10

Learn how to undertake competitor analysis, market research and customer intelligence gathering to support marketing, growth planning and opportunity development.	
Applications & document generation support: Assist in the preparation of presentations, reports, business cases and award applications.	10
Quality assurance: active involvement within quality management in the SAMS delivery team to ensure compliance with ISO9001 standard, including production of Standard Operating Procedures (SOPs).	Ongoing
Be pro-active in the application of SAMS Group Health and Safety Procedures.	Ongoing

Requirements and Qualifications

Qualification and knowledge

- Relevant qualification in Business, Marketing, or related discipline with interest in environmental management, marine science and sustainability.
- Evidence of work experience in a business/ commercial environment. Some business development, sales, and the blue economy sectors, with an awareness of commercial drivers and customer needs, would be an advantage but not essential.

- An interest in the blue economy, marine and environmental sectors and the role of science and innovation in supporting commercial growth.
- Some experience of business development, market analysis, customer engagement and commercial activities would be advantageous.
- Evidence of successful management of operational/administrative activities.

- Previous experience of customer engagement, marketing, events, sales support or business development activities would be advantageous.

Generic skills:

- Excellent written and verbal communication skills, with strong attention to detail.
- Ability to coordinate multiple activities, projects and deadlines simultaneously. Proactive, responsible, enthusiastic and willing to learn.

- Able to organise meetings, workshops, customer visits, conferences and associated logistics.
- Strong planning and organisational skills, with the ability to manage changing priorities and work effectively under pressure.
- Ability to work collaboratively within multidisciplinary teams whilst also being capable of working independently and taking ownership of tasks.
Team player who contributes positively towards shared objectives and organisational success.

- Ability to communicate professionally with clients, partners and stakeholders and build positive working relationships. Strong interpersonal skills with the ability to build effective working relationships across SAMS and externally.
- Good ICT skills, including confident use of Microsoft Office applications, particularly Outlook, Word, Excel, PowerPoint and Teams.
- Experience of CRM systems would be advantageous.

How to Apply

Applications may be submitted by e-mail, handed in to our reception team or by postal mail no later than 16 November 2026

(Job Ref No: SE08/26.DC)

(Scottish Association for Marine Science)

(SAMS, Dunbeg, Oban, Argyll, PA37 1QA)

(01631 559000)

(recruitment@sams.ac.uk)

([Vacancies — Scottish Association for Marine Science, Oban UK](#))

Attention: (SAMS HR team)