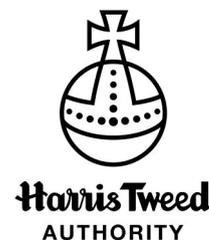


# Job Description

## Harris Tweed Authority Development Officer

Closing date for applications – 12pm, Friday 27<sup>th</sup> May 2022



The Harris Tweed Authority (HTA) is a statutory public body, tasked in law with the privilege of protecting and promoting the unique Harris Tweed® industry, based in Stornoway in the Outer Hebrides of Scotland.

The HTA is seeking to appoint a creative and adaptable Development Officer to drive forward the Authority's social media, web and educational agenda.

The position is full time (37.5 h/pw) and is based in Stornoway Town Hall. Applications may be considered from individuals seeking part-time employment.

Applicants who are able to demonstrate the following skills/experience are invited to apply.

Duties/Skills:

**An ability to use IT technology and web based platforms to communicate and share with a global audience the heritage and contemporary story of Harris Tweed®/ the Harris Tweed® brand story**

- Applicants should be able to demonstrate confidence in using social media and preparing copy for use in press/ media advertising/features, in social media and web platforms
- It is desirable that applicants are able to use basic graphic design packages and utilise strong Harris Tweed Imagery/ photography to support copy/advertising/social media posts
- Applicants should have an appreciation of the key tenets of the Harris Tweed brand
- An interest in Story telling would be an advantage

### **Project Management experience**

- Applicant should be able to demonstrate some previous experience of project management and/or management of external consultants
- Applicants will be expected to independently progress projects from inception to completion
- Applicants should be able to work autonomously and flexibly

### **Exceptional communication, organisational and administrative skills**

- Applicants must be prepared to multi-task and, when required, support the administration and operational running of the office
- Experience of EXCEL and SAGE would be an advantage
- Be a team player

### **Further developing the educational remit of the Harris Tweed Educational Trust**

- Work with schools, colleges and universities to ensure an understanding of the definition of Harris Tweed and the brand story
- Develop tools and activities for use by teaching staff
- Promote existing tools and resources
- Manage the 'Harris Tweed Story Room', based in Stornoway Town Hall

Applications are invited from individuals able to meet and exceed the above criteria. Gaelic language would be an advantage and a driving license is essential.

**The Harris Tweed Authority, Town Hall, 2 Cromwell Street, Stornoway, Isle of Lewis, Scotland, HS1 2DB**  
*Ùghdarras a' Chlà Hearaich, Talla Bhaile, 2 Sraid Chrombail, Steòrnabhagh, Eilean Leòdhais*

Established by Act of Parliament 1993

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