



**Harris Tweed**  
AUTHORITY

## Job Vacancy

- Administrator
- Development Officer/Assistant to the CEO

Closing date for applications – 12pm, Wednesday 11<sup>th</sup> October 2023

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 currently seeking to recruit two additional members of staff.**

### **Administrator £22,500**

The HTA is seeking to appoint an administrator to support the office manager with the running of a small but busy office within Stornoway Town Hall. The role is customer facing, varied, challenging and requires a commitment to exceptional levels of customer care and attention to detail in his/her work. The position is full time (37.5 h/pw) and is based in Stornoway Town Hall. Applications will be considered from individuals seeking part-time/job-share. Applications will also be considered from young people seeking an apprenticeship or office junior position (salary negotiable).

- Applicants must be prepared to support the administration and operational running of the office across all areas of our work, including reception duties, telephone, mail, basic finance, customer service and internal corporate support to other staff.
- Have strong communication, organisational and administrative skills.
- Some experience of EXCEL and/or SAGE would be an advantage
- Data input, record keeping, analysis, research and information gathering skills.
- Sales and stock control

To download an application form and full job description, please visit:

<https://www.harristweed.org/journal/vacancy-administrator/>

CVs or other creative approaches may **accompany** a completed application form.

### **Development Officer/Assistant to the CEO - £28,500**

The HTA is seeking to appoint a creative, adaptable and motivated Development Officer to drive forward a raft of projects and initiatives related to the Authority's statutory role to protect and promote Harris Tweed®. The position is full time (37.5 h/pw) and is based in Stornoway Town Hall. Applications will be considered from individuals seeking part-time/job-share

The post holder will also

- Support the HTA CEO carry out the statutory duties of the Harris Tweed Authority
- Lead on activities delivered through the Harris Tweed Educational Trust
- Develop the Harris Tweed Story Room, Harris Tweed Trail and the Harris Tweed industry's World Craft Region status
- Provide back up support to the HTA office staff

A driving license is essential and Gaidhlig would be an advantage for both roles

To download an application form and full job description, please visit: [www.harristweed.org/journal/vacancy](https://www.harristweed.org/journal/vacancy)

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

Established by Act of Parliament 1993

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