

Harris Tweed



HARRIS TWEED AUTHORITY
Ughdarras a Chlò Hearaich

Job Vacancy

Business Administrator

Closing date for applications – 12pm, Thursday 30th April 2026

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 Business Administrator to carry out a broad range of front line and administrative duties to support the Office Manager, Chief Executive, Board members and other staff in our 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.

37.5 hours per week

Salary £26,565

Private Pension Scheme – 10% employer contribution

Death in Service Scheme

Private Health Insurance

Cycle to Work Scheme

Please send your CV & covering letter to fiona@harristweed.org by the closing date.