

Job Description

Harris Tweed Authority Development Officer

Closing date for applications – 12pm, Wed 18th January 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 seeking to appoint a creative and adaptable Development Officer to support with the administration of, and drive forward a raft of projects 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 may be considered from individuals seeking part-time/job-share.

Duties/Skills:

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

Project Management experience

- Applicant should be able to demonstrate some previous experience of managing/progressing projects and workload
- Applicants will be expected to independently progress projects from inception to delivery and completion
- Applicants should be able to work autonomously and flexibly

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
- Applicants should have an appreciation of the key tenets of the Harris Tweed® brand
- Following training, the successful candidate should be willing to present the Harris Tweed® brand story to groups. These will include tourists, school and academic groups, other business and social groups. An interest in story telling would be an advantage.

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

Tel: +44 (0) 1851 702269

e-mail: enquiries@harristweed.org

www.harristweed.org