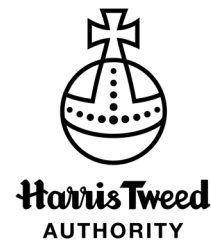


# Job Description

Harris Tweed Authority Development Officer/Assistant to the CEO

Closing date for applications – 12pm, Wed 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 seeking to appoint a creative and adaptable 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 may be considered from individuals seeking part-time/job-share.

## Duties

- Support the HTA CEO carry out the statutory duties of the Harris Tweed Authority
- Progress a range of projects and initiatives relating to the protection and promotion of the Harris Tweed brand
- 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

## Skills/Person Specification

Applicants should:

- have exceptional communication, organisational, project management and administrative skills
- be self-motivated and able to work autonomously and flexibly
- be able to drive forward multiple projects and a varied work load from inception to delivery to completion
- have strong report writing and presentational skills and be willing to represent the HTA at public events/meetings as required
- have a creative mindset and be confident in the use of social media
- be experienced in preparing copy for use in press, media, on social media and web platforms
- when required, be prepared to support the administration and operation of the general office and HTA Story Room
- have knowledge of and an appreciation of the key tenets of the Harris Tweed® brand and the value of cultural heritage
- be a team player
- Gaelic would be an advantage
- 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.

The HTA consider this position an important career position for the right candidate. He /she will learn about the unique role and remit of the HTA from the CEO and be encouraged to grow and develop in the role.

A driving license and access to a car is essential.

**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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