

Textile Membership Manager

Supporting the UK fashion & textile industry

- Salary: £45,000 - £50,000 per annum plus benefits DOE
- Location: London or home based in a location known for textile manufacturing (Yorkshire, Scotland, Lancashire/Greater Manchester)

About UKFT

UKFT is committed to delivering sustainable growth for the entire UK fashion and textile supply chain. We bring together brands, designers, manufacturers, suppliers, educators and retailers to promote their businesses and our industry, both in the UK and throughout the world.

We offer practical advice and technical support to help member companies grow. We champion the industry on a global stage and support UK companies to trade internationally. With a growing focus on sustainability and innovation, UKFT is driving meaningful action in the transition to a circular economy. To help attract, train and retain the best talent, we develop industry-led solutions to address critical skills gaps.

We are passionate advocates of 'made in the UK', combining a fresh approach to cross-industry collaboration with over 100 years' of experience in supporting manufacturers. Our President is HRH The Princess Royal.

Job Outline

UKFT requires a Textile Membership Manager to join a small and very busy team at a time of significant growth. The position requires an understanding of the UK textile manufacturing industry, as well as a background and experience in sales and business development.

The position will play a vital role in helping deliver key support programmes to the UK textile industry, as well as growing the textile membership of UKFT. This is a role with a broad brief and it is expected that you will expand your activity and responsibilities, working with the CEO and the rest of the team.

The Textile Membership Manager must have initiative, be energetic and resourceful. The ability to network confidently is essential, along with a desire to learn and hit the ground running. The role will entail working with a wide variety of stakeholders across a broad range of subjects. Experience in the sector is vital and an attention to detail is essential. You may be based at home but there could be considerable travel in the UK and it is essential that you will be able to work on your own initiative as well as being part of a team. UKFT's HQ is in central London and you will be reporting directly to the CEO.

Primary duties include:

- Take a lead in expanding UKFT's links to the textile sector
- Recruitment and retention of members



The UK Fashion & Textile Association

- Help deliver UKFT's textile export activity
- Help deliver key industry marketing campaigns
- Develop new membership services and projects for the textile sector
- Delivery of the biennial Weaving Conference
- Manage the UKFT Technician Training Bursary programme
- Help deliver Textile Forum, UKFT's twice yearly London-based textile exhibition
- Work with the UKFT team on other issues such as skills and training
- Help designers, retailers and brands to source textiles from the UK
- Help build the UKFT's technical knowledge bank
- Identify and secure funding for industry projects

Person Specification:

- Experience and knowledge (essential):
- An understanding of the UK textile manufacturing sector
- Demonstrable success in developing new business and income generation
- Project management experience

Experience and knowledge (desirable):

- Experience of managing groups of companies with differing needs
- Experience in accessing public sector funding

Skills and ability:

- Ability to produce accurate work to a high standard and pay close attention to detail
- Ability to communicate complex technical issues clearly and concisely to a non-specialist audience
- Ability to maintain multiple projects simultaneously
- Excellent interpersonal skills and the ability to communicate with a wide range of people
- Excellent organisation and time management skills
- A confident and professional approach and ability to work under pressure
- Ability to self-motivate and work on own initiative
- Ability and enthusiasm to integrate with an established team
- Ability to maintain confidentiality at all times

Qualifications:

- Good general educational background, particularly in English and Maths
- A high level of proficiency in English (written and spoken)

Application Process

Please send a CV and covering letter to ana.findlator@ukft.org by Friday 8 December 2023. Shortlisted candidates will be called for interview shortly after.