

Compliance Manager

Supporting the UK fashion & textile industry

Salary: £40,000 - £50,0000 per annum plus benefits DOE

Location: London (Holborn)/ hybrid

About UKFT

UKFT is a leading trade association dedicated to representing and promoting the interests of the UK fashion and textile industry. With a rich history and forward-thinking vision, we aim to empower our members, work with key partners, advancing the growth and success of our sector. We are looking for an experienced Compliance Manger to join our team and help our members navigate the increasingly challenging compliance landscape.

Job Outline

As the Compliance Manager at UKFT, you will play a pivotal role in our support of the UK industry. You will work closely with members and the UKFT team, providing detailed, relevant and timely information that will ensure members understand the requirements of existing compliance legislation and standards, as well as preparing them for future challenges. The successful applicant will have experience of working with third party compliance institutions and/or managing product documentation, and demonstrate a willingness to learn. This role reports to the CEO.

Key responsibilities:

- Actively monitor developments in global legislation, standards and testing that impact product and packaging compliance
- Global textile labelling requirements
- Global and UK extended producer (EPR) obligations
- Import and export regulations
- Identify, research and write specialist guidance for UKFT members to ensure they meet their regulatory responsibilities
- Develop and build on the existing compliance portfolio to continue to deliver a first-class service to UKFT members
- Build relationships with industry experts
- Write timely articles for UKFT newsletter and website



The UK Fashion & Textile Association

- Work with UKFT Associate members to deliver compliance webinars for members
- Directly support UKFT members with their specific compliance needs
- Maintain the UKFT labelling translations library and share appropriately with members on request
- Participate in industry events, representing UKFT
- Representing the industry on standards
- Working with internal teams including communications, membership, international business and skills and training and sustainability

Experience

- Working in a regulatory compliance role in fashion or textiles
- Working with third party compliance institutions
- Managing product documentation
- Working in a trade association environment would be a bonus

Essential Requirements

- Strong understanding of global regulatory compliance issues in the fashion and textile industry
- Excellent research and horizon scanning abilities
- Ability to understand the bigger picture and the finer detail
- Ability to analyse and interpret information and brief accordingly
- Excellent written and verbal communication skills
- Ability to work well in a collaborative team environment
- Methodical with strong organisational and time management skills

How to apply:

Interested candidates should submit their CV and covering letter outlining their relevant experience and what you think you can bring to the role to noleen.willis@ukft.org. Please include 'Compliance Manager Application – [Your name]' in the subject line. The deadline for applications is **1 March 2024**.

UKFT is an equal opportunity employer. We strongly encourage candidates from all backgrounds to apply.

Note: this job description is a general guideline and is not considered an exhaustive list of duties and responsibilities. Additional tasks and responsibilities may be required from time to time.