

Skills & Training Careers Manager

Supporting the UK fashion & textile industry

- Salary: £40,000 - £45,000 plus benefits dependent on experience
- Location: London or Remote (with some travel across the UK for events required)
- Contract type: Full time, permanent

About UKFT

UKFT is the largest network for fashion and textiles in the UK. As the industry's leading trade association and Sector Skills Body, we are 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 and trade internationally.

With a growing focus on sustainability and innovation, UKFT is driving meaningful action in the transition to a circular economy.

We work to elevate the skills of the UK fashion and textile industry to maintain our competitive position for the future.

We support businesses with complex global supply chains, as well as helping to drive a resilient and innovative UK manufacturing sector.

Our President is HRH The Princess Royal.

The position

The UKFT Skills and Training team plays a key role in bridging the gap between industry demands and workforce capabilities. We are looking for a self-motivated, enthusiastic individual to join us to instigate, manage and deliver initiatives across the UK to promote careers in the fashion and textile sector. You will be part of a small, ambitious team where every day is different and exciting.

You will be working collaboratively with key stakeholders to drive the continuous expansion of UKFT Futures, a platform to promote careers across the UK fashion and textile industry.

It is an important resource that promotes a positive image of the sector, illustrates the depth and breadth of opportunities available and provides information and guidance that will support training and recruitment into key roles.

Responsibilities

- Work with key strategic stakeholders including industry, government bodies, and educators
- Work with UKFT partners and members to support them with careers related needs
- Identify opportunities that will support the delivery of skills and training activities Manage and maintain UKFT's online skills and training platforms
- Plan, schedule, source and create content for UKFT's online platforms
- Assist the day-to-day smooth running of the online platforms and resolution of minor technical issues as they arise
- Identify, initiate and manage funding to support key activities
- Contribute to the evaluation of skills and training activities
- Represent and support UKFT at key skills and training events
- Work with the skills and training team to help to deliver strategic objectives
- Work with the Communications and Marketing team to deliver appropriate social media and communications
- Engage with careers professionals, employers, education providers and new entrants
- Manage and deliver UKFT's annual program of physical and digital careers events and activities

Candidate requirements

Essential

- Knowledge of skills, training, education and careers systems
- Proactive with a 'can do' attitude and a clear focus on outcomes and impact
- A problem solver with strong work ethic and self-motivation
- Ability to organise and prioritise, work well under pressure and manage multiple tasks to deadline
- Project management experience
- Presentation and public speaking experience
- Experience of managing funding and budgets
- Excellent written and communication skills and the ability to proof copy
- Good communicator with strong interpersonal skills
- Confident traveller and happy with overnight stays if required
- Digital skills including creating and uploading data and digital security
- Eye for visual communication and attention to detail
- Ambitious within the role and a willingness to learn

Desirable

- An understanding of skills and training initiatives i.e. traineeships, apprenticeships, skills boot camps
- An awareness of the wider fashion and textile skills system, skills demand and supply
- Experience of managing and maintaining online platforms and data security
- An understanding of social media platforms



The Skill and Training Careers Manager will work in close collaboration with the Skills and Training team and report to the Director of Skills and Training.

Application Process

Please send a CV and covering letter to skillsandtraining@ukft.org by Friday 30 August. Shortlisted candidates will be called for interview shortly after.

Candidates must be eligible to live and work in the UK as we are unable to offer Visa sponsorships at this time.