

Technical Writer

Supporting the UK fashion & textile industry

- Salary: £350-450 per day (2-3 days per week)
- Location: Remote
- Contract type: Part time, temporary
- The scope of work will cover the period October 2024 to 31 March 2025.

UK Fashion & Textile Association (UKFT), through the Innovate UK funded Circular Fashion Programme is seeking a passionate and knowledgeable Technical Writer to work on compelling the final technical reports for the programme. They will have a strong background researching, writing and editing technical reports and articles. Experience and knowledge in the fashion and textile industry, as well as sustainability, ESG and waste management, will be valued.

About the project

The Circular Fashion Programme is a £15 million trilateral programme by Arts and Humanities Research Council (AHRC), Innovate UK and Natural Environment Research Council (NERC). The purpose of the 2-year programme that launched in 2023, is to understand the major challenges facing our industry and support the transition to sustainable business operations, to allow the UK to become the global leader in circular fashion and textiles. The Circular Fashion Programme is structured into different projects, two of them being the Automatic-sorting for Circularity in Textiles (ACT), and Circular Fashion Innovation Network (CFIN).

UKFT is leading the ACT project, a consortium of 21 partners from different areas of the industry (i.e. sorters, collectors, retailers, manufacturers, brands, technology innovators and more) to create a blueprint for an Automated Textile Sorting and Pre-processing facility (ATSP). This will provide the crucial stepping stone to enabling fibre-to-fibre recycling to scale up in the UK, by providing a fully automated solution for turning end-of-use, non-reusable textiles (NRTs) into a recyclable feedstock for making new textile products. Further information can be found on the [ACT UK website](#).

CFIN is an industry-led programme led by the British Fashion Council (BFC) and UKFT. The project explored ways to reduce waste, lower the environmental impact of production and consumption in the UK while creating new opportunities for the UK fashion and textile industry. It also to existing projects to harness best practice and develop emerging technologies to set out the collective roadmap for industry change. Further information can be found on the [CFIN website](#).

Job summary

Responsibilities:

- Research, write and edit documentation.
- Work closely with Project Managers to gather information and understand documentation requirements.
- Ensure documentation complies with company standard, technical and industry best practices.

- Use diagrams, charts and other visual aids to enhance the clarity and usability of documentation.
- Manage multiple documentation projects simultaneously, ensuring timely delivery of high-quality materials.
- Continuously seek feedback from users and stakeholders to improve documentation quality and effectiveness.

Skills & Qualifications:

- Bachelor's degree in Technical Writing, English, Environmental Engineering or related field.
- Proven experience as a Technical Author, Technical Writer or similar role.
- Excellent written and verbal communication skills, with ability to understand and explain complex technical concepts clearly and concisely.
- Strong attention to detail and organisation skills.
- Experience with content management systems and version control.
- High level of autonomy and accountability, with ability to work both independently and collaboratively, with individuals and teams internally and across other organisations, in a fast-paced environment.
- A good knowledge and understanding of fashion and textile industry, environmental issues and environmental legislation and policy in the UK and EU will be beneficial.
- Planning, prioritising and organising tasks to ensure timely and effective results.
- Proficiency in using documentation tools and software (e.g. Microsoft Word, Adobe Acrobat, Canva, etc)

Application Process

Please send a CV and covering letter to news@ukft.org by 21 September 2024. 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.

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.

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