

Compliance Executive

Building a stronger future for UK fashion and textiles

Location

London or Remote (with travel across the UK for events and member visits required)

Salary

Circa. £28,000 plus benefits, dependent on experience

Closing date

17 February 2025

Hours

Full time, permanent

Reporting to

Compliance Manager

Ideal candidate

This role could suit a Fabric or Garment Technologist with Global care labelling experience (this is not essential)

Holiday

25 days (plus statutory) pro rata

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.



In an ever-evolving regulatory and legislative landscape, UKFT members need specific business support to navigate and comply with a wide range of global regulations.

Our President is HRH The Princess Royal.

The Position

We are seeking a dedicated Compliance Executive to provide our members with tailored guidance and ensure they remain compliant with international standards. This is an exciting opportunity to work with UKFT and represent the UK fashion and textile industry during a period of significant change. You will work closely with members and the UKFT team, providing detailed, relevant and timely information to help members understand existing compliance legislation and standards, as well as prepare them for future challenges.

Responsibilities

Working closely with the Compliance Manager, you will

- **Develop Industry Guides and Toolkits:** Read and interpret regulations and legislation to create and update industry guides and toolkits, ensuring they cater to the specific needs and interests of UKFT members across the supply chain.
- **Stay Informed on Global Regulations:** Keep up to date with current and upcoming global regulations and legislation that may affect members, maintaining a comprehensive library of updates.
- **Understanding Labelling Requirements:** Understand labelling and/or care labelling requirements, industry standards and chemical and safety testing to support member compliance.
- **Educate and Engage:** Assist in educating and engaging UKFT members, the UKFT team and stakeholders to enhance their understanding of the evolving regulatory landscape.
- **Awareness of Sustainability Regulations:** Maintain an understanding of global sustainability regulations and legislation to support the sustainability team.
- **Understanding Global Trade:** Support the international business team with knowledge of global trade, including Free Trade Agreements, rules of origin, import/export requirements, and other trade-related considerations.
- **Collaborate with Industry Bodies and Partners:** Work with industry bodies such as the Department for Business and Trade (DBT), the Department for Environment, Food and Rural Affairs (DEFRA), Euratex, British Standards Institute (BSI) and other global associations.
- **Process Improvement:** Assist the Compliance Manager in implementing new processes to enhance team efficiency.
- **Administrative Support:** Maintain compliance resources and guidance documents, frequently shared with members to support with their regulatory obligations including labelling, testing, standards, Extended Producer Responsibility (EPR), and trade rules etc.

Qualifications/Candidate Requirements

- Experience or understanding of regulatory compliance within the textile or fashion industry (required)
- Understanding of global regulatory frameworks and standards.
- Care Labelling experience is advantageous.
- Detail-oriented with strong organisational and documentation skills.
- Ability to analyse complex regulations and provide clear, actionable advice.
- Excellent communication and interpersonal skills.

Why Join UKFT

- Be part of a dynamic team dedicated to supporting the textile and fashion industry.
- Opportunity to grow and develop your career in regulatory compliance.
- Competitive salary and benefits package.
- Continuous professional development and growth opportunities.

About you

- Textile/fashion knowledge
- Experience in labelling compliance and/or regulatory compliance in the fashion/textile sector
- Strong research and analytical skills
- Proactive problem-solving
- Excellent communication skills
- Team collaboration
- Independent working ability
- Organisational skills
- Working knowledge of MS Office
- Adaptability to a fast-paced environment
- Project management experience

Please send a CV and covering letter to Ava Kenny-Colwell at ava.kenny-colwell@ukft.org by 17 February 2025.

Shortlisted candidates will be contacted for interview shortly after. Unsuccessful candidates may not be contacted due to the volume of applicants. Candidates must be eligible to live and work in the UK.