



The UK Fashion & Textile Association

Building a stronger future for UK fashion and textiles

Events Co-ordinator (maternity cover)

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

This is a 9-month maternity cover role and has an expected salary of £36,000pa. We are open to full-time or part-time applicants and flexible working arrangements, provided availability aligns with event delivery requirements.

Closing date

30 January 2026

Reporting to

Director of Communications

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, retailers, recyclers, educators and innovators 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. We provide support to help businesses comply with UK and international regulations, offering guidance on areas including labelling, safety standards, sustainability, trade rules and Extended Producer Responsibility (EPR).

With a strong foundation in sustainability and innovation, UKFT continues to influence the direction of the circular economy through research and collaboration. Our work with reuse and recycling specialists is creating a connected, sector-wide network for sustainable change from fibre to final lifecycle.

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



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

We are headquartered in London and we have staff working in Scotland, the East Midlands, Lancashire, Merseyside and Yorkshire.

Our President is HRH The Princess Royal.

The Role

The Events Co-ordinator (maternity cover) will support the delivery of a varied programme of events including conferences, seminars, webinars, trade shows and networking activity. Working closely with the wider team, the role focuses on the co-ordination and smooth execution of events that engage members and stakeholders and reflect the objectives and values of UKFT.

This is a hands-on role with responsibility for day-to-day event administration, logistics and delivery.

Role Responsibilities

- Support the planning and delivery of events from start to finish, including assisting with objectives, timelines and budgets.
- Co-ordinate with venues, caterers, AV providers and other suppliers to support the effective delivery of events.
- Assist internal teams and external partners in developing event programmes, including liaising with speakers and contributors.
- Set up and manage event registration processes, maintain attendee lists and support promotional activity.
- Organise event logistics such as travel, accommodation, on-site staffing and event materials.
- Act as a point of contact for delegates, speakers and partners, responding to enquiries and sharing event information.
- Support on-site event delivery, including registration, delegate support and general event operations.
- Assist with the delivery of online events and webinars, helping to ensure a smooth and accessible experience for attendees.
- Track event costs and support budget monitoring by maintaining accurate records and reporting.
- Collect and summarise event feedback and data to support evaluation and continuous improvement.
- Work with internal teams to support joined-up event activity.
- Maintain and update the organisation's CRM with accurate event and contact information.
- Support compliance with relevant regulations, safety standards and industry guidelines.



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Required Skills, Knowledge & Experience

- Experience supporting event co-ordination or event delivery.
- Strong organisational skills and attention to detail.
- Clear written and verbal communication skills.
- Experience with virtual platforms (Teams, Zoom etc).
- Strong negotiation skills with vendors.
- Strong customer service mindset.
- Ability to problem solve under pressure.
- Confidence using digital tools and event or CRM systems, or willingness to learn.
- Basic budget awareness and ability to track costs accurately.
- Ability to manage multiple tasks and work to deadlines.
- Flexible and adaptable approach to changing priorities.
- Proactive and reliable, with a willingness to support the wider team.
- Interest in the fashion and textile industry.
- Awareness of and sensitivity to the diversity of the UKFT workforce.

Desirable

- Understanding of health and safety and risk assessments
- First aid.

Please send a CV and covering letter to Tara Hounslea at tara.hounslea@ukft.org by 30 January 2026.

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.