

MACNAUGHTON HOLDINGS LIMITED

JOB DESCRIPTION

Job Title:	Textile Designer
Location:	Tower House, Ruthvenfield Road, Perth
Department:	Design
Responsible to:	Senior Designer
Responsible for:	There is no responsibility for supervising staff.

Job Purpose

To work as part of a small design team primarily providing a design service for the sales department, but with considerable customer interface.

Principal Duties

1. The design of individual fabrics and collections, for both the company's own wholesale range and also for sale to other jobbers and wholesalers. This process will include:
 - sourcing new yarns for use within the fabrics/ranges;
 - developing new shade ranges in conjunction with the yarn dyer;
 - designing and colouring the fabrics/ranges;
 - developing new finishes or fabric colours in liaison with the fabric finisher;
 - costing new fabrics;
 - liaising with the Technical Manager to arrange for the correct testing regime of all new fabrics.
2. Dealing with specific customer projects. This will particularly involve interpreting customers' requirements, with regard to colour, design, finish and cost. Other ancillary tasks that will be required include:
 - detailed liaison with the customer, (often face to face);
 - registering or copyrighting of designs,
 - providing the customer with CAD print-outs;
 - organising custom dyes or woven samples.
3. To make sales trips and attend exhibitions, both in the U.K and overseas, to present products and designs to customers, discuss projects and develop briefs. These trips involve extensive preparation, and considerable subsequent follow-up.
4. To attend fabric exhibitions, both in the UK and overseas, to maintain an up-to-date knowledge of fabric market trends and technological developments.
5. To liaise and meet with yarn agents and suppliers, to maintain an up-to-date knowledge of yarn market trends and technological developments. It is expected that through such contacts a comprehensive knowledge of yarn sources will be further developed. Meetings will take place both within the office and at yarn exhibitions.
6. Assisting in the development of print media for the Department. This may involve attendance at photo-shoots, set styling and associated activities.
7. Transferring the necessary designs onto the production control system, and providing the production department with fabric tickets and jacquard control disks.

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Other Duties

Other duties will include:

- Analysis of ad-hoc samples;
- liaising with the Production and Operations departments with regard to coding and naming of new yarns, fabrics or products;
- liaising with the other departments regarding:
 - ◆ quality issues and investigations;
 - ◆ operational or production matters;
 - ◆ sales or customer issues;
- liaising with customers, agents and distributors;
- recording and filing of samples and records;
- designing stock clearance products.

The post holder will also be required to perform duties appropriate to the post, other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibilities entailed.

Attributes and Experience

Educated to degree level, with excellent communication and PC skills, a confident manner, initiative, good attention to detail and the ability to work under pressure, (both individually and as part of a small team) are required.

Previous experience in designing woven textiles in a commercial mill environment is essential.

Previous experience in attending trade shows would be highly regarded.

Previous experience in designing jacquards and use of the Scotweave CAD package is desirable, however training can be provided.

The Applicant should be prepared to present a recent portfolio of their own designs.

A current U.K. driving licence is essential.

Note

This job description is for guidance of applicants only and does not form part of any offer or contract of employment.

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EMPLOYMENT INFORMATION

POSITION	Textile Designer
LOCATION	Perth
HOURS OF WORK	37.5 hours per week 8.30 a.m. to 4.30 p.m. (1/2 hour for lunch) Additional hours may be required to fulfil the duties of the post.
ANNUAL LEAVE	30 days annual holidays including public/bank holidays. The leave year runs from 1st January to 31st December.
SALARY	The salary will depend upon the candidates qualifications, training and relevant experience. Payment is made monthly in arrears.
PENSION	The Company operates a Group Personal Pension Plan which is currently administered by AXA. The Company matches the employee's contribution from 3% to a maximum of 7% of the employee's basic salary. Employees are eligible to join following 3 months of service with the Company. Joining the Scheme is a choice and is not compulsory.
GROUP LIFE	There is a Group Life Scheme, currently administered by Canada Life, which provides for a payment of 4 times annual salary in the event of death in service.

ADDITIONAL INFORMATION

QUALIFICATIONS	The Company's selection procedure requires that successful candidates have their qualifications validated. One or more of the institutions which have awarded the successful candidate a degree or other qualification will be contacted.
EQUAL OPPORTUNITIES	The Company is committed to equal opportunities and welcomes applications from all sections of the community.

APPLICATIONS

Application and equal opportunities monitoring forms should be sent to Personnel Services - Vacancy Reference DESIGN07, Macnaughton Holdings Limited, Tower House, Ruthvenfield Road, Perth, PH1 3UN. If you do not wish us to contact any of your referees without your specific prior consent, please state this clearly on your Application for Employment Form. **Please ensure that you quote the vacancy reference number DESIGN07 on all of your forms and on the outside of the envelope.**

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GENERAL COMPANY INFORMATION

History

The original weaving business began in 1783 at Remony near Aberfeldy, Perthshire and moved to Pitlochry in 1835. Over the years there have been many changes to the business although it has always remained within the same family. Since 1999 the Head Office and warehousing operations have been based in Perth, with production operations located in Keith and Paisley.

Company Structure

Macnaughton Holdings Limited is a privately owned company, managed by a Board of executive and non-executive Directors. The executive Directors are responsible for their separate divisions (Finance, Operations, Production and Wholesale) with overall responsibility resting with the Managing Director.

The Company employs approximately 95 people in total. The majority of the employees are based in Perth, Paisley and Keith, with certain Sales Personnel based in other areas in Scotland and England

The Brands

The Company's products are wholesaled under the following brand names.

The Isle Mill

The Isle Mill is known for its fine upholstery fabrics and throws designed by an in-house team and manufactured from predominantly natural fibres. The stock collections are supplied to the interior design and hospitality markets in the U.K. and abroad through a network of agents and distributors. A design and manufacturing service is also offered to other wholesalers.

Thomas Dare

The Thomas Dare brand of upholstery fabrics has recently been acquired by the Company for distribution in the U.K. and Europe. The collection includes imaginative silks and cotton blends which complement The Isle Mill's more traditional style.

The House of Edgar

This market leading brand offers a flexible stock service to meet the needs of the Highlandwear market. Approximately 1,000 kilting tartans are stocked along with an extensive range of jackets, sporrans, brogues, hose, ties and a selection of tartan giftware.

Whitehill & Wilsons - Paisley

The Whitehill & Wilsons brand has been built around the famous Paisley teardrop motif that has inspired a range of scarves and shawls for the retail market. The original archive designs have been translated into modern patterns and colours.

Whitehill & Wilsons - Scout/Guide Neckerchiefs

For many years Whitehill & Wilsons has been the main supplier of neckerchiefs to the Scout and Guide movements in the U.K. and Europe. Standard troop, district and council neckers are available and special neckers for scouting events are regularly produced.

MACNAUGHTON HOLDINGS LIMITED

EMPLOYING PEOPLE - A BRIEF OUTLINE OF OUR COMPANY'S POLICY

The Company's success depends to a significant extent upon the contribution of its employees. The Board of Directors therefore recognises that fair and effective employment policies are essential to the achievement of that success.

The Company also recognises that the success of these policies requires that there should be an awareness and acceptance of them at every level of the organisation. The successful development, implementation and operation of employment policies require the involvement of all employees.

The Board of Directors has identified the following policy areas, based on the foregoing principles, which it considers are essential to the future success of the Company:

- Health and safety - to maintain safe and healthy working conditions for all employees.
- Manpower planning - to determine the future mix of skills and size of workforce required, and plan to meet the Company's needs.
- Equal opportunity - to do everything possible to ensure that all present and potential employees have an equal opportunity.
- Security of employment - to provide security and continuity of employment, consistent with the need to ensure the continued viability of the organisation.
- Training - to set appropriate standards of performance for the organisation and to provide training which ensures these standards are met.