



## **JOB DESCRIPTION**

<b>Position:</b>	Atelier Fellowship Programme Lead
<b>Reports to:</b>	Future Textiles Curriculum Manager
<b>Salary:</b>	£35,000 per annum (12-month contract with option to extend)
<b>Location:</b>	Dumfries House, Cumnock

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **About the Programme**

This intensive programme is designed to develop the next generation of fashion makers, as they create a capsule collection, combining world-class artisanal expertise, sustainable design, and a commitment to craftsmanship. Open to graduates in Fashion Design and Fashion Technology, the eight-month residential fellowship will be based at the studio environment at Dumfries House. Fellows will be immersed in the complete creative journey—designing, handcrafting, and presenting their work—culminating in the creation of a capsule collection. On completion of the



collections student will then work on a final portfolio look showcasing the skills developed in the programme.

At the heart of this new programme lies a dedication to the sustainable evolution of luxury. Students will explore the creative interface between skills, materials, making, and design, developing expertise in areas including handcrafting, sewing, pattern drafting, and quality control. The fellowship will be delivered by expert artisans and tutors at The King's Foundation, with mentorship and guidance from CHANEL and le19M, the Paris-based hub dedicated to the preservation and transmission of the Métiers d'art.

This new programme follows the successful launch of the Metiers d'Art Embroidery Fellowship in January 2023, which soon welcomes its fourth cohort, and the recent extension to the Métiers d'Art Millinery Fellowship, both based at The Chanel Metiers d'Art Atelier at Highgrove in Gloucestershire.

### **The Role:**

The Lead Tutor will lead the day-to-day delivery and coordination of the Atelier Fellowship Programme, ensuring that training replicates professional production standards. This role requires an experienced technical educator or production specialist with proven expertise in luxury garment making, quality control processes and production management.

The successful candidate will create a positive, structured learning environment, mentoring participants in the skills, discipline, and quality expectations required within the luxury fashion industry.

### **Key Tasks**

Specific Duties will include:

#### Programme Delivery

- Provide a safe, welcoming and inclusive learning environment that allows student to build skills and confidence to reach their potential.
- Manage day-to-day pastoral care support for the students as their main point of contact.
- Lead the delivery of practical and theoretical sessions in garment production for a small collection.
- Train and supervise students in all aspects of production workflow - including cutting, machining, pressing, hand-finishing, and quality control.
- Implement and oversee a production line training environment, allocating tasks and monitoring accuracy and efficiency.
- Promote professional workroom standards, time management, and teamwork reflective of an industry setting.
- Integrate CHANEL and Le 19M Métiers d'Art expertise and The King's Foundation's Harmony Principles throughout the teaching.

### Programme Management

- Develop weekly production targets and ensure they are achieved to time and quality standards.
- Maintain a safe, organised, and efficient workshop environment.
- Record learner progress and provide clear, constructive feedback.
- Collaborate with curriculum manager, programme partners, visiting tutors and artisans to ensure programme alignment.
- Contribute to evaluation, reporting, and documentation of outcomes.

### **Person Specification**

#### **The essential skills, knowledge and experience required are:**

- Significant experience working within a garment production setting or producing garments in small production runs to a luxury standard.
- Proven ability to manage or train others in a production line or team-based setting.
- Strong technical knowledge of industrial machinery, sewing techniques, and quality control processes.
- Excellent communication, organisation, and leadership skills.
- A passion for nurturing emerging talent and upholding the highest standards of craftsmanship.
- Alignment with the values of The King's Foundation, CHANEL and Le19M commitment to craft excellence and sustainability.

#### **Desirable**

- Degree level qualification of a related discipline.
- Previous experience delivering or coordinating accredited training or skills-based programmes.
- Familiarity with luxury brand production standards, couture, bespoke tailoring.
- Understanding of sustainability and ethical practices within fashion manufacturing.

#### **Other:**

- The post will be based at Dumfries House, Cumnock, KA18 2NJ with the requirement to travel on occasion within the UK and France.
- Your working hours will be 37.5 hours per week
- You must have the legal right to work in the UK.
- This post is considered to be a regulated activity therefore any offer will be subject to a satisfactory disclosure check with the Disclosure Scotland.

**Applications:** Please submit a Digital folio or examples of workmanship, cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.