



Brentford High Street Steering Group

c/o 206 High Street, Brentford, Middlesex TW8 8EQ

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JOB DESCRIPTION

Brentford Market Manager

Context

The Brentford Market will launch as a 4.5 month pilot on 12 May 2013 operating every Sunday in the town centre's historic Market Place. The project is supported by the Portas Pilots DCLG fund, London Borough of Hounslow and National Lottery. The market is strategically managed and developed by award winning Brentford High Street Steering Group, established in 2006, which has run numerous events in the town centre.

The market will be open to customers from 10am-3pm and traders 9-5pm.

The role of manager will ideally suit someone that is organised, efficient, and enthusiastic, and enjoy working with people. You must be prepared to get up early as the market starts at 10 am and you will need to be onsite at least an hour before hand (8.30/9am), finishing at about 5pm. Some of the work is quite physical so you must be prepared to lift and move equipment. Working outside all the time means you must be prepared to get wet and cold as well as enjoying the warm sunny days.

Through our partnership with the Sustain Ethical Eats project training and support will be available to the Market Manager.

Please send your CV to us with a covering letter explaining why you're interested in Brentford Market.

Job Details

Job title: Brentford Market Manager

Place of work: Market Place, High Street, Brentford – access to toilet and tea making facilities in 206 High Street, Brentford and/or The Weir, Market Place, Brentford

Line manager: Market Project Director

Job purpose

- Manage the on the day delivery of the weekly market.
- Feedback to the Market Project Manager.

Main Responsibilities

- | | <i>Approx. % of time</i> |
|---|--------------------------|
| 1. Liaise with traders mid-week to confirm that they will be attending on Sunday. | 10 |
| 2. Lead and support set up of the market area (usually 1-2 hours before start of market) with duties including unlocking the site/storage area (if necessary), coordinating the position of stalls, and putting up signs. | 10 |

Explore the high street www.brentfordhighstreet.com

Keep the lights turned on www.brentfordisbrilliant.org

Follow the Steering Group www.brentfordhighstreet.org.uk

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Registered in England number: 07755806 | Charity number: 1144408



3. Put out A-boards, tables/chairs, signs etc, make sure that they are returned to storage at the end of the day. 10
4. Set up a Brentford High Street Steering Group (BHSSG) stall with information about Brentford Market and a comments book for the public. Provide some cover for the stall. 10
5. Open the market and ensures that there is no selling outside licensed hours or by unauthorised traders. 5
6. Collect fees if necessary, issue receipts, and record fees and trader attendance in a notebook. 5
7. After the close of the market supervise the clearing of the site and confirm that each stallholder has cleaned up. Clear remaining litter ensuring the site is left clean and tidy. 10
8. Talk to stall holders and customers recording and issues or ideas that they feedback. 10
9. Review the presentation of stalls and monitor food safety standards. 5
10. Promote the market during trading hours, for example, by leafleting or talking to local businesses or community groups. 4
11. Provide a point of contact for traders on a mobile number if they are running late or cannot attend. 10
12. Produce a weekly market report to BHSSG and circulate by email. 10
13. Employed on a freelance contract you will therefore email an invoice to BHSSG monthly. 1

Key Contacts/Relationships

- Traders
- Market customers
- Market Project Director, Brentford High Street Steering Group
- Market Project Development Officer, Sustain

Knowledge

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Good understanding of markets environments • Manual handling certificate 	<ul style="list-style-type: none"> • English and Maths GCSE grade C or equivalent • Food safety certificate

Skills and qualities

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Computer literate with confidence of Microsoft computer programmes (Word), email and the internet • Good communication and people skills • Strong organisational abilities and time management skills • Self-directed and motivated • Flexibility to thrive in a varied environment • Proactive, positive and clear approach • Independence, mobility, activity, pace and authority 	

Experience

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Experience working in a market environment 	<ul style="list-style-type: none"> • Experienced managing a market

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Fees

£80 per week (based on 7hrs on market day and 2hrs during the week), inclusive of VAT. Fixed term contract through to early September 2013 either directly with the self employed individual or a sub-contracting company/charity.

Post-holder may sometimes be expected to work flexible hours to meet the demands of service delivery, which can sometimes be outside usual office hours.

Appointment subject to reference checks.

Probationary period 2 months.

Application

CV and cover letter to joanne@theweirbar.co.uk by **Friday 5 April 2013**. Interview date – **tbc**.

Further information

Brentford High Street website

www.brentfordhighstreet.com

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