

BUXTON MARKETS CIC – SET-UP TEAM LEADER: JOB DESCRIPTION

The Market Team Leaders are responsible for setting up and taking down the twice weekly market on Buxton Market Place, along with additional special markets and other events, and ensuring the care and maintenance of equipment and vehicles.

Specific Responsibilities
Manage and train a team of staff to erect and dismantle the stalls, within H&S guidelines and legal requirements, ensuring that the agreed procedures are adhered to and that staff work safely and effectively.
Work as part of the team erecting and dismantling the stalls.
On the evening before each market, put out Car Park Closed banner(s) and No Waiting cones according to how much of the space is needed the next day.
Take responsibility for the setting up of stalls and equipment, including the transfer of trailers to and from off-site storage using an electric vehicle, and ensure the markets and other events are set up to the required standards and design.
Adjust the layout and allocation of stalls to take account of any late changes in trader attendance.
Liaise with traders as they arrive and direct them to their allocated positions, dealing constructively with any issues that may arise.
Organise access to electricity, position trader vehicles, erect signage and other promotional materials etc.
Set out barriers, screens and other social distancing measures as required.
Set out and take down banners and other promotional materials around the town as required.
Take responsibility for the dismantling of stalls and equipment, ensure rubbish is removed and the market area left clean and tidy at the end of the day, with all company property safely stored away.
Ensure that the vehicle, trailers, spare stalls and other company items are stowed safely and securely in line with any agreements that apply to the use of the storage spaces.
Take responsibility for organising staff rotas and recording hours worked, along with any other related administrative tasks for the stall set up team and any others recruited for specific events.
Ensure that staff are all provided with appropriate personal protective equipment, and that this is kept in good condition and used properly.
Keep full and accurate records of all staff training carried out as well as any safety or disciplinary incidents.
Take responsibility for maintaining a safe environment for staff, traders and members of the public, in accordance with health and safety legislation and company policies.
Ensure that any accidents or other incidents are properly recorded and reported, in accordance with RIDDOR regulations, and assist the Directors in any investigations they deem appropriate.
Liaise with new and existing stall-holders and ensure that they understand and comply with agreed Terms & Conditions and other contractual arrangements.
Ensure that all company equipment is properly checked and maintained in accordance with published schedules where appropriate, report any faults as they arise and ensure that maintenance records are kept fully up to date.
As appropriate, repair and replace company equipment, or arrange for repair and replacement of said equipment in consultation with the Directors.
Monitor the cardboard recycling cages, and the waste bins if provided, and arrange for them to be emptied as necessary.
Assist the Directors with developing and delivering special promotions, competitions, entertainment and other activities alongside or in addition to the regular and special markets.
Report on a regular basis to the Board of Directors and attend management meetings as required.
Carry out any other relevant duties as may be required to ensure the success of the markets.
Assist with recruiting new staff to join the stall crew as required.
Assist the Directors setting up and managing quality assurance and environmental management schemes.

Experience / skills required
Personal skills / experience
Good organisational skills
People management skills
Assertiveness
Flexibility
“Can do” attitude
Reasonable physical fitness to set-up and take down stalls
Ability to deal with traders’ / customers’ request or complaints sensitively, fairly but firmly when necessary.
Technical skills / experience
Full, clean driving licence including category C1E
Basic IT skills (e.g., use of email and filling in spreadsheets)
Basic DIY skills (eg basic repairs to stall boards, stall covers etc. and routine vehicle and trailer maintenance)

The aim is to appoint 2 team leaders to share the job. For large markets two team leaders will be required for set-up and taking-down the market stalls. Small / medium markets will require one team lead. Each person appointed will be expected to be involved in about 70 of the 102 markets held each year. The responsibilities other than set-up and taking down stalls will be shared between the team leads as agreed with the directors. There may be scope to extend the job to other duties and/or responsibilities as the Appointee / Job develops.

Work location:

Buxton Market Place on market days.

Employee’s Home or other locations in Buxton (e.g., equipment storage locations) at other times.

Hours:

Work hours: nominally 37.5 hours per month (75 hours split between two people).

Holiday: 5.6 weeks paid holiday (including bank holidays) per year pro rata - at 37.5 hours per month this equals 45 hours paid holiday per year.

Equipment:

Personal protective equipment will be provided as required, e.g., hi-viz vest, safety boots, gloves, Covid face mask.