

## BUXTON MARKETS CIC - MARKET ADMINISTRATOR'S JOB DESCRIPTION

The Market Administrator is responsible for booking in traders to stand at the twice weekly market on Buxton Market Place including regular Special Markets, ensuring that their fees are collected, banked and recorded accurately, and maintaining the market's social media presence, promoting the growth and development of the Market. S/he will also facilitate the delivery of extra / special markets as required.

<b>Specific Responsibilities</b>
Continually maintaining and expanding a database of existing and potential new traders and other stallholders.
Attracting and recruiting a growing number and range of regular and occasional traders and other stallholders.
Liaising with new stall-holders and ensuring that all of them comply with agreed Terms & Conditions and other contractual arrangements.
Confirming which traders are booked in to stand at each market.
Designing the layout and allocation of stalls according to the number and nature of traders for each market or event taking into account weather and other limitations and concerns. Liaising with the stall-holders accordingly beforehand and on site.
Ensuring that all moneys due from traders are collected either in advance or in a timely manner on the day, carrying out related financial administration including accurate banking and record keeping, and providing regular reports to the company's treasurer.
Monitoring that market regulations, procedures and health & safety requirements are followed. Requiring any traders or customers found not following these rules to comply. Suggesting to directors any improvements to the rules.
Assisting the directors in developing and delivering special promotions, competitions, entertainment and other activities alongside or in addition to the regular and special markets.
Working with the Directors to update the Buxton Markets website and ensure that Buxton Markets is listed on other markets websites regularly as required.
Regularly maintaining a pro-active social media presence.
Reporting on a regular basis to the Board of Directors.
Attending line management meetings.
Carrying out any other relevant duties as may be required to ensure the success of the markets.

<b>Experience / skills required</b>
Personal skills / experience
Good independent organisational skills
Good telephone manner
Good written communications (clear, informative, engaging)
Assertiveness
Flexibility
"Can do" attitude
Ability to deal with traders' / customers' requests or complaints sensitively, fairly but firmly when

necessary.
Technical skills / experience
Basic word processing skills
Basic spreadsheet skills
Basic Social Media skills (posting pictures & text on Facebook, Instagram, Twitter)

**Work location:**

Buxton Market Place on market days and at other times when required.

Employee's Home at other times.

**Hours:**

Work hours: 50 hours per month averaged over a year

Holiday: 5.6 weeks paid holiday per year which equals 65 hours paid holiday per year.

**Equipment:**

Mobile Phone and will be provided for business use and a laptop if needed.

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

24 Feb 2022