

BUXTON MARKETS CIC – RELIEF TEAM LEADER: JOB DESCRIPTION

The Relief Market Team Leader is 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 when the regular Team Leader is not available.

Specific Responsibilities
Manage 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. Put out other signs as required eg..Special Markets, Cancellation signs.
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 as provided by the Administrator.
Check Market phone for late cancellations etc. 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. Contact Duty director if support is needed.
Organise access to electricity, position trader vehicles, erect signage and other promotional materials etc.
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.
Completing 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 if required.
Ensure that staff are all provided with appropriate personal protective equipment, and that this is kept in good condition and used properly and consistently.
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.

Experience / skills required
Personal skills / experience
Good organisational skills
People management skills
Assertiveness

Flexibility
“Can do” attitude
Ability to deal with traders' / customers' request or complaints sensitively, fairly but firmly when necessary.
Technical skills / experience
Full, clean driving licence including category C1+E
Basic IT skills (e.g., use of email and filling in spreadsheets)

The role will be reviewed after 6 months to ensure it still meets the requirements of the market set-up.

Work location:

Buxton Market Place on market days and other days when required.
 Employee’s Home or other locations in Buxton (e.g., equipment storage locations) at other times.

Salary and Hours:

A salary of £12 per hour will include approximate hours of work of 5:45a.m. to 9.00 a.m. and 3.30 to 6.00 pm on Tuesdays and Saturdays (market days) when required, in either a Crew member role or as Team Leader where sickness or holidays need to be covered. The Team Leader role may also require a small number of additional administration hours.

Equipment:

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