



Portobello Organic Market Coordinator

Job Description

Hours of work: 14 hours per month

Wage: £100 per month on a self-employed basis, plus 15% share of profit.

Aims of post:

To co-ordinate the smooth running and ongoing development of Portobello Organic Market in order to ensure it's sustainability.

Duties:

- Coordinating the production and distribution of publicity. This will be mainly e-based through e-mail, website postings and social networking sites, plus street based publicity on market day;
- Servicing the market volunteer group to enable them to make decisions on new stallholder applications and to develop the market generally. Meetings of the group take place once a month;
- Ensuring sufficient coverage by volunteer stewards on market day through operation of a rota system;
- Liaising with the Council regarding PEDAL's Market Operators License and lease of Brighton Park;
- Liaising with the market operator, MarketCraft, to ensure the smooth running of the market.
- Proactively recruiting new stallholders into the market to ensure diversity of offering and ongoing sustainability
- Ensuring the PEDAL stall is set up on market day and has sufficient volunteer cover.
- Cash up all sales at the PEDAL stall after each market and send a record of all cash income and expenditure to the PEDAL Treasurer.

The following duties are carried out by PEDAL's market operator, MarketCraft, and are NOT therefore part of this post:

- All liaison with traders, including in relation to bookings, customer information, insurances, and legislative compliance;
- Cash takings and reconciliations in relation to stall holdings;
- Setting up and taking down stall furniture;
- Health and Safety on market day.

Responsible for: PEDAL income from the market, supervision of volunteers.

Responsible to: PEDAL Board.

Person Specification:

Essential:

- Organisational skills
- Team player
- Customer service skills
- Basic financial management / numeracy skills
- Experience and an eye for detail in production of publicity material
- Experience in managing or working with volunteers
- Committed to and interest in sustainable solutions to food production / distribution / consumption
- Available and willing to work on first Saturday of every month and occasional evenings.

Desirable:

- Working knowledge of IT packages incl. social media / website / CRM databases
- Commercial / retail experience
- Skills in group facilitation incl. convening meetings
- Up to date first aid training
- Up to date food hygiene training