



Royston Town Council

Market Manager Job Description

Job Title: Market Manager	Reports to: Town Clerk
Position type: Part-time 21 hours a week Mainly Wednesdays and Saturdays	Salary: £11.50 per hour

Key accountabilities:

Management and organisation of a twice weekly outdoor market in Royston.

Responsibilities:**The job holder will be responsible for:**

- Preparation and inspection of the market site on market days including the putting out of cones or barriers
- Ensuring that the parking machine bags are correctly deployed
- Recording equipment used on market days and ensuring it is returned
- Erection and dismantling of gazebos & tables as required by stall holders, at the start and at the end of the day
- Deploying weights as required especially when windy
- Issuing appropriate traders licenses to all stall holders
- Ensuring that all stall rents are collected and receipts for all payments are issued
- Operation of the market within RTC Health and Safety policy and guidelines
- Recording and reporting of any accidents
- Enforcement of the RTC published Rules and Regulations for operation of the market policing all aspects such as market opening times, market clean down etc.
- Providing the office with all licenced traders and casual traders details such as name, address, contact details, commodities and public liability insurance and relevant Health & Safety certificates ensuring full compliance with the Data Protection Act

In consultation with the Markets Working Party:

Plan for market promotion and marketing to attract new stall holders and customers

Organisation of events on Market days to improve the footfall of the market.

Implement the stall pricing policy to maximise utilisation of the market and attract new stall holders.

Record the range of commodities at each market, maintain a balanced provision of commodities.

Report all complaints and suggestions from customers and traders either written or verbal.

Be aware of all relevant Acts, regulations, codes and practices and guidelines relating to best practice in managing markets.

Establishing a method for consultation with the traders (such as a traders association) for the purpose of consultation on new initiatives and to receive traders' feedback.