

Position details:

Director (communications and marketing), Levenshulme Market CIC

Directors of the Market have specialist areas that they provide guidance on to the Market Manager and the operations team and report to the board when we meet every month for two hours – in this instance the candidate should have professional experience at a senior level of developing and managing communications and marketing activities.

Each Market Director also takes a rotated position for six months every two years as the Director (operations – rotating), whereby they will work more closely with the staff to understand the processes by which the market is run, take overall responsibility for meetings and act as a line manager to the Market Manager.

The Directors of the Market are unpaid. However, on occasion, where a Director is well suited to an operational task that is above the remit of a staff member, they may be paid to complete this task at an hourly rate which is above the Living Wage.

If you are interested in joining us please read the descriptions of the post below and email info@levymarket.com in the first instance with a summary of your background, suitability to the role and why you would like to be involved. We look forward to meeting you. ***The closing date for applications is 5.00pm on Friday 12th January 2017.***

All Directors are responsible for the following:

- **Attending monthly meetings.**
- **Providing a report of monthly activity and progress against their key aims and projects.**
- **Submitting any agenda items not covered by the above report for discussion at meetings.**
- **Ensuring their outcomes and actions are correctly recorded at meetings and acting on actions assigned within agreed timescales.**
- **Working collaboratively with other Directors and staff as required by specific projects.**
- **Acting as the Director (operations – rotating) for six months in each 30 month period. See below for details.**

Specialisms

Director (communications and marketing)

Responsible for:

- Supervising the marketing and communications strategy of the business to ensure that both the brand identity and its execution adhere to the business vision and values.
- Providing leadership and guidance to the Market Manager in ensuring that marketing and communications strategy is robust, appropriate and effectively actioned on a day to day basis.
- Supporting the Market Manager in developing robust systems of gathering market research to identify ways that we can improve our brand presence and reach new audiences.
- Attending regular marketing and communications reviews as required by the Market Manager.

- Working with the Market Manager and the Director (community and trader liaison) to develop community and commercial partnerships that financially benefit the market.

Director (operations – rotating)

A rotating position to be held by any one Director for six months at a time. This Director should endeavour to spend at least half a day working with the Market Manager at the start of their tenure and helping at on least one morning and one evening shift at a Market during the course of their tenure – both of these elements will be remunerated at the current hourly rate paid to the staff member being shadowed..

Responsible for:

- Arranging monthly board meetings for days, times and locations suitable to all Directors. Chairing meetings, communicating with Directors in advance of meetings to gather agenda items and produce printed agendas and previous minutes, assigning minute takers and ensuring that minutes are circulated in a timely manner and saved in appropriate locations for future reference.
- Acting as a point of contact for fellow Director queries about roles and responsibilities.
- Acting as a first point of a contact for external queries about the general business operations (i.e. Companies House web filing).
- Leading on the organisation of any board level-specific training if required – with support from other Directors.
- Leading on the organisation of any company-wide gatherings (i.e. Christmas party) if required – with support from other Directors.
- Line management of the Market Manager.
- Attending monthly operations meetings to discuss “on the ground” issues arising with the Market Manager and Senior Market Co-ordinators. Paid?? Add in costings for this.
- Acting as a first point of contact for the Market Manager and other junior staff with operational queries.
- Ensuring sufficient cover is in place to cover the above duties for any holiday periods where they may not be available.