

Ref: LM201801

LEVENSHULME MARKET CIC

### **Admin & Marketing Assistant – Part Time**

Levenshulme Market CIC invites applications for the part-time position of Admin & Marketing Assistant.

Salary will be £10 per hour for 7 hours a week, to be worked across multiple days in the week. A full list of contracted hours will be provided on appointment. The post holder will be entitled to 5.6 weeks paid annual leave (pro rata).

The post holder will be based at the Levenshulme Market office on Stockport Road, near to Levenshulme train station and the Market site.

Informal inquiries may be made to Christine Felton, Market Manager, Levenshulme Market CIC - [christine@levymarket.com](mailto:christine@levymarket.com).

Applications should be made by submitting your CV and a brief statement outlining your suitability for the role to Christine Felton, Market Manager, Levenshulme Market CIC - [christine@levymarket.com](mailto:christine@levymarket.com). As an equal opportunities employer, we welcome applications from all suitably qualified persons.

There is a probationary period for this role of 6 months.

**The closing date for applications is Wednesday 31<sup>st</sup> January 2018 at 11.59pm.**

#### **JOB DESCRIPTION**

##### **Overall purpose**

This is an exciting opportunity to be involved in the continued success of a unique, community-run social enterprise.

The post holder will work under the supervision of the Market Manager to support the smooth running of the weekly street markets at Levenshulme on Saturdays or Fridays, and at the University of Manchester on Tuesdays during term time.

The successful applicant will be responsible for tasks such as communicating with traders and customers, answering queries, managing fee payments and bookings and supporting the Market Manager in any other related administrative activities. The post holder will also support marketing activities, producing and managing content for the Market's website, social media platforms and public relations materials. Additionally, there will be opportunities to contribute to the planning and management of events and entertainment related to the weekly market.

#### **MAIN RESPONSIBILITIES**

##### **Day to Day Duties**

- Responding to email queries from new and existing traders
- Finding and engaging with new traders online
- Assisting with bookings and cancellations
- Checking and managing stall fee payments through the Market's online payment facility

- Creating content for the Market's website and social media accounts (Facebook, Twitter and Instagram)
- Scheduling social media content using tools such as Buffer
- Assisting with the planning and management of events and entertainment related to the Market
- Other tasks as required by the role and to support the Market Manager on an ad hoc basis.

#### PERSON SPECIFICATION

##### Essential:

- Admin experience
- A good working knowledge of Microsoft Office programs such as Access, Outlook and Excel
- A good standard of written communication
- An interest and enthusiasm for social media
- Experience of prioritising and organising your own workload and working to deadlines.

##### Desirable (it's great if you have any or all of these, but don't worry if not):

- Experience of using social media scheduling tools such as Buffer
- Experience of providing a high standard of customer service
- Experience in blogging, social media marketing or PR.