

LEVENSHULME MARKET CIC

Market Manager – 15 hours per week

Levenshulme Market CIC invites applications for the part-time position of Market Manager. This is a permanent position, with remuneration above the Living Wage.

The role is for 15 hours a week, to be worked across multiple days in the week in our office in Levenshulme, with some hours completed flexibly.

Informal inquiries about the position may be made to info@levymarket.com.

Applications should be made by submitting your CV and a brief statement outlining your suitability for the role by email to info@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 Friday 31st May 2019 at 11.59pm.

ROLE AND RESPONSIBILITIES:

The successful applicant will:

- Manage the booking and stall allocation process for all markets, ensuring that processes are efficient, stall sales targets are met, the trader mix remains diverse and representative of the Market's vision and values and that traders are dealt with fairly and treated as valued customers throughout the booking process.
- Take responsibility for both B2B and B2C marketing and communications channels, working with the Director - Marketing to ensure that the business' vision and values are well communicated to our audiences in a way that ensures high levels of custom.
- Write press releases and other promotional content, and liaise with press and marketing contacts to promote the market as widely as possible.
- Manage the Market's website, publishing stall list updates, blog posts and other news.
- Manage communications with traders and respond to enquiries via email and the Market's social media accounts, with support from other staff members.
- Ensure that sufficient insurances, permissions and licences are in place for market activities.
- Line manage the Market operations team and supervise the work of the Senior Market Coordinator. Manage the annual appraisals process for all junior staff (with support from the Director - Operations. Read the market reports prepared by the Senior Market Coordinator and action or elevate any relevant issues as appropriate.
- Meet monthly with the Director – Operations to gain feedback on operational issues or request that they be elevated to board level meetings.

- Administer monthly payroll for salaried staff members, pay invoices and use accounting software to manage the Market's finances (in conjunction with the Director - Finance and our accountancy firm).
- Administer employment contracts and statutory documentation and processes for salaried staff – including holidays, sick documentation and workplace pension procedures (in conjunction with the Director - Finance and our accountancy firm).
- Support the annual accounts submission to Companies' House (in conjunction with the Director - Finance and our accountancy firm).

ESSENTIAL SKILLS AND EXPERIENCE

We're looking for someone with:

- Excellent written communication skills, including experience producing regular written content
- A high level of self-organisation, being able to prioritise tasks, manage own workload and multiple streams of work
- Experience of/enthusiasm for social media marketing
- Experience of managing a small team
- Proficiency with Microsoft Office programmes including Microsoft Excel

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

- Experience in events management
- Experience in PR
- Knowledge of Quickbooks accounting software.