

SELBY TOWN COUNCIL

TITLE OF ROLE:	MARKETS/EVENTS MANAGER
HOURS OF WORK:	15 PER WEEK (2 DAYS – TO INCLUDE MONDAY)
SALARY:	SCP 19-23 (£24,799 - £26,999 pro rata)
RESPONSIBLE TO:	TOWN CLERK

JOB DESCRIPTION

Purpose of post:

- To be responsible for the day to day management and control of the markets owned or under the management of the Town Council
- To ensure the smooth running of markets and events throughout the year
- To plan and execute advertising and marketing for the Town Council's markets and other annual events

Duties and Responsibilities:

1. To be responsible for the organising and management of the weekly Monday market, monthly farmers' market and Bank Holiday markets
2. To prepare and supply the market traders' contracts as and when required
3. To source new market traders for all markets and provide a suitable and appropriate range of stalls for both market areas.
4. To organise special markets including craft fairs and Christmas markets
5. To be responsible for any arrangements that may be necessary to ensure security of moneys entrusted to the Postholder, together with the necessary receipts and/or records required to account for such finance, such moneys to be delivered to the Town Clerk's office as soon as practicable
6. Working with the Market Assistant to ensure the smooth running of the regular Monday market Farmers & Craft Market and Bank Holiday markets
7. To ensure the market traders have public liability insurance and work in compliance with Health and Safety legislation and Food Hygiene requirements
8. To report back to the Markets Working Group meetings (2 per annum) and organise 2 meetings per annum between the Market Working Group and traders
9. To attend any meetings of Council or its committees and to assist in the preparation of any reports and advice as may be required from time to time

10. Working with other members of the Town Council staff, to plan events from start to finish according to requirements, target audience and objectives including road closures, entertainers etc.
11. To be available to work Bank Holiday Mondays to ensure cover, with the Market Assistant, for these events (the salary level has been enhanced by 2 scale points to cover unsocial working)
12. To be available to work on 2 Saturdays each year to ensure and support cover for the Food Festival and the Christmas Market
13. To be available to work on 1 Saturday each month to ensure cover, with the Market Assistant, for the Farmers & Craft Market
14. To prepare budgets for events and markets and monitor spend to ensure adherence
15. To source and negotiate with vendors and suppliers
16. To lead promotional activities for all events including press, websites and social media
17. To ensure the smooth running of events, approve all aspects before the day of the event, co-ordinate operations on the day and supervise any staff at events
18. To analyse and evaluate the events' success and prepare feedback report including any suggestions for future changes or improvements
19. To represent the Town Council at market related events and conferences and feedback relevant information to the Town Clerk
20. To attend training courses as required by the Town Council
21. To be responsible for own health and safety and, working with the Town Clerk, ensuring appropriate health and safety requirements are in place at markets and events
22. To undertake any duties which may from time to time be reasonably required

SELBY TOWN COUNCIL

MARKETS/EVENTS MANAGER

PERSON SPECIFICATION

1. Knowledge and experience of IT systems available to provide effective and efficient administrative and financial management
2. Experience of working with social media within a work-related environment
3. An understanding and commitment to equal opportunities issues and ability to work co-operatively within a diverse and dispersed team of staff
4. Ability to relate to and gain confidence of elected members, local community and outside organisations
5. Ability to prioritise work, set targets and work in a busy environment
6. Willingness to work flexibly and attend evening meetings and be available for occasional weekend commitments
7. Good customer service and inter-personal skills
8. Excellent communication and negotiation ability
9. Knowledge of health and safety legislation and procedures for conducting risk assessments
10. Good planning and organisational skills
11. Experience of marketing and publicity

SELBY TOWN COUNCIL
JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CV's alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both of these documents in order to maximise your chance of being called for interview.

Completing the Application Form

- If you are submitting a written application, please use black ink. Fill in the factual sections first of all. Provide all of the personal information that is asked for i.e. name, address, telephone number etc.
- Applications that have been requested by e-mail **must** still be forwarded to Selby Town Council by post or by hand delivery.
- Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.
- Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)
- Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed
- Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that

this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

- Please tell us the earliest date when you could commence employment with the council.
- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.
- Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.
- Only hard copy applications will be considered.

Additional documentation

- Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure. ***If this applies to the vacancy you are applying for, you will have been informed of this in the application pack that has been sent to you.***
- Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.
- Applicants are asked if they would be kind enough to complete the Equal Opportunities Monitoring Form which assists the council monitor its recruitment.

General points

- Keep your information concise and to the point
- Make a copy of your application form. You are free to refer to this in your interview.
- It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium
- Candidates called for interview, but who have been unsuccessful, can be provided with feedback if requested.

We look forward to hearing from you

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:	
Post reference:	
Full Name:	
Address:	
Telephone Number (home or mobile):	
Telephone Number (work):	Can you be contacted at work?
E-mail address (optional):	

Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

Education

School/college/ university/further education	Subjects studies	Results/grades

Professional qualifications:
Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?
Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes)

<p>Please use the space overleaf to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.</p>

References:

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

May references be taken up prior to interview (please indicate)?
When would you be available to take up appointment? Immediately

Please check that all sections of this application form have been completed.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: Date:

Please return this form to Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ or email it to g.bell@selbytowncouncil.co.uk by 12 noon, on Friday 25 October 2019

Interviews will be held on Thursday 14 November 2019, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.

FOR OFFICE USE ONLY:

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>