

BioRegional

solutions for sustainability

Job Title:	Market Manager		
Unit / Department:	One Planet UK		
BioRegional Grade:	Project Officer		
Current Job Holder:	New post		
Current Salary:	£8.10/hour		
Start Date:	June 2010	Hours	Thursdays from 14.00 to 18.00 with other flexible hours occasionally required.

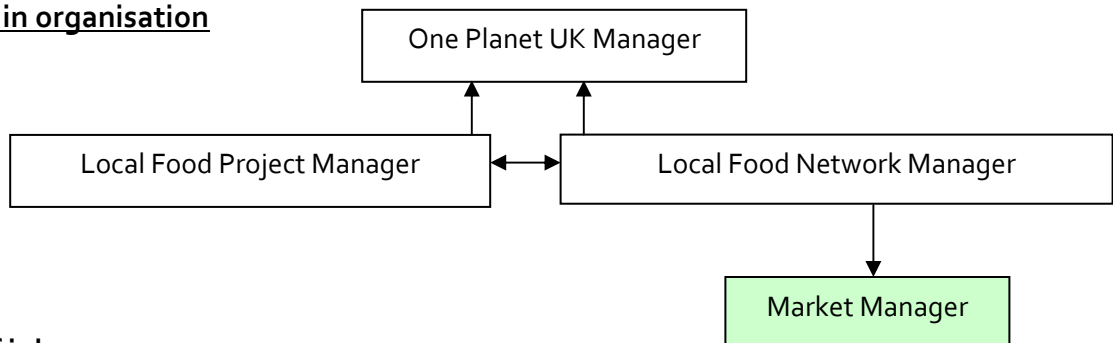
JOB PROFILE

Main purpose of the job

The Market Managers are responsible for managing Sutton's new local food 'Veg Van' market, ensuring excellent customer relations, efficient and friendly service, excellent presentation of produce and demonstrating good product knowledge.

Market managers will be responsible for collecting, sorting and presenting produce from central collection point, manning the Veg Van, monitoring sales, ordering produce and inputting into marketing material.

Position in organisation



Scope of job

- Customer service
- Market management
- Operations management
- Delivery
- Financial management

Dimensions and limits of authority

- Decision making on market layout
- Ordering produce

Qualifications & skills level

Excellent communication skills

Experience of working with people

Experience of a working in a sales environment

Self-motivated, flexible, proactive and focused approach to work

Ability to use initiative and work independently

Enjoy working outside

Knowledge of a wide variety of fruit and vegetables and how to prepare them

Interest in Ethical trade, sustainability and (vitality!) fruit and vegetables

Commitment to promoting and supporting diversity

DUTIES & KEY RESPONSIBILITIES

		%
1	<i>Market Infrastructure and Management</i> <ul style="list-style-type: none">- Collecting, preparing and creatively displaying produce from central storage point- Setting up market at specified locations to achieve maximum impact- Returning produce and equipment to storage area- Liaising with the Network Manager- Driving Veg Van milk float- Any other reasonable duties	35%
2	<i>Customer Service</i> <ul style="list-style-type: none">- Manning stalls- Dealing with customers in an efficient and friendly manner- Passion for and knowledge of fruit and vegetables	50%
3	<i>Monitoring and Marketing</i> <ul style="list-style-type: none">- Monitoring number of customers and amount of produce sold- Monitoring customer satisfaction and need- Monitoring sales and cash flow- Assisting with development of marketing materials and promotions- Assisting with environmental and social monitoring	15%
		100%

PERSON SPECIFICATION

ESSENTIAL

Excellent people skills
Sales and/or marketing experience
Self-motivated, flexible, proactive and focused approach to work
Commitment to promoting and supporting diversity
Ability to use initiative and work independently
Excellent communication skills
Experience of budgeting and managing finances
Passion for local produce
Agreement with the project's vision, mission, aims and objectives
Full clean driving license

DESIREABLE

Experience of working with people with diverse needs
Previous experience of selling fruit and vegetables
Knowledge of cooking, health and nutrition
Sales and marketing qualifications / background