



Job Description

Job title – InExeter Markets Manager

InExeter supports businesses in Exeter city centre and Magdalen Road, through a range of initiatives and projects. In 2021, a new evening market will launch on Sidwell and Paris Streets, selling high quality, locally designed and made products, alongside antiques, books and music. In addition, the existing 'Fore Street Flea' will be expanded to operate on ten dates. InExeter Ltd is an independent company (and is a business improvement district) and is run by businesses for the benefit of businesses. The company is funded through a levy on businesses within the area and the collective fund is spent on projects, campaigns, and services to support businesses and ensure Exeter thrives.

Purpose of role

The purpose of this role is to:

- Ensure the safe and successful running of the Eastgate Market, Fore Street Flea markets and any other markets that are designated.
- Be responsible for all aspects of the management of the markets' operations and development.
- Liaise with and report to a wide group of stakeholders / governance groups.
- Develop and improve the market so that year-on-year improvement is observed, and reinvestment is effective.

Responsibilities

The responsibilities of this role include (but are not limited to):

- Managing the setting up, shutting down and site tidiness of the market-on-market days,
- Working with stallholders, local traders, and community groups on market days to answer queries and foster good relations.
- Promoting the activity of the market.
- Curating the market, allocating stalls to traders, collecting pitch payments, completing health & safety reports, invoicing, receipts, and other administration associated with the markets.
- Dealing with applications from potential traders in line with the trader policy.
- Identifying and approaching new traders in line with the trader policy, to ensure maximum pitch occupancy.
- Maintaining market websites, all social media, promotions, and communications related to the markets.
- Reporting on market performance to the InExeter Board of Directors.
- Liaising with local authority officers, specifically the Exeter City Council markets manager, trading standards and Devon Highways to ensure that market activities are compliant with requirements.
- Maintaining compliance with health & safety, planning, and legal requirements on the part of traders and the wider market
- Ensuring maintenance of physical market stalls and commissioning/developing new market infrastructure as required.
- Other work related to market management.

Person specifications

- Strong and confident communication – verbally and in writing.
- Ability to manage conflict.
- Observational and curious.
- Community-minded.
- Attention to detail.
- Ability to work well, managing a number of tasks, under pressure.
- Interest in and knowledge of quality food and drink, design and or arts/music.
- High levels of personal responsibility and ability to use own initiative.
- Organised & efficient.
- Highly motivated with a willingness to take responsibility.
- A proven commitment to inclusion, diversity, and equal opportunities.