

- Part-Time, 22.2 hrs/week (equivalent to 3 days/week).
- Salary: NJC (National Joint Council for Local Government Services) grade £29,269 - £32,076, pro rata; dependent upon experience and qualifications.
- Regular Sunday work will be required; remainder of hours spread out during workdays - days and times of days are negotiable.
- Place of work: Town Council office in The Cabin, Northstowe; with some home working possible.
- 1 year contract initially, with intention to review job content, in line with overall staffing structure and expansion plans likely to be considered by the Town Council.
- Start date: As soon as possible.

Following an initial six-month market trial (April – October 2023), the Council has held a weekly Sunday market at The Green (10 am to 2 pm) and a monthly indoor & outdoor market at The Cabin on the Green in Northstowe; from June 2024 onwards this is being consolidated into one monthly indoor-outdoor market. The Town Council wishes to continue and grow the market and we are therefore looking for a Market Manager to join the staffing team.

As our Market Manager, you would be key to the delivery and further development of the Council's market, playing a critical role in providing services to the community and the creation of a local economy in the absence of other retail facilities in Northstowe.

You will be responsible for the management, administration and general oversight of both the day-to-day running and long-term organisation of the Northstowe monthly markets. Once taken over the lead on market management, we would also want you to get involved in looking at opportunities to expand the market and developing a longer-term strategy for markets in Northstowe.

This is a great opportunity for the right candidate to become an integral part of the Council's staffing team. If you are service driven with a positive approach, then we would like to hear from you. You are confident in taking initiative, have great organisational, administrative and communication skills, and the ability to build and maintain constructive relationships with a wide variety of stakeholders both internally and externally including traders, volunteers and customers.

If this sounds like you, or if you wish to learn more, don't hesitate and talk to us.

For a Job Description, Person Specification and Application Form, please visit the [Council website](#), or contact Mark Nokkert at [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) or call 077245 88949.

**Closing date for return of application form:** COP Wednesday 3<sup>rd</sup> July 2024

**Interview date:** Week commencing 8<sup>th</sup> July 2024 (date TBC)

### **Benefits of working for us:**

- Work for a new and active Town Council.
- Make a positive contribution to the future development of the Northstowe community.
- Be at the heart of discussions with a range of partners including businesses, local authorities, residents and community groups.
- Ability to work flexibly.
- 25 annual leave days/year plus Bank Holidays (pro rata). Pension is offered. Internal progression possible, linked to annual performance review.
- A range of training and personal development opportunities can be provided.

Northstowe Town Council is an equal opportunities employer and actively welcomes applications from all sections of the community.