

Northstowe Town Council

Person Specification

Job Title: Market Manager **Date Agreed: 19th December 2023** ~~28th May 2024~~

Formatted: Superscript

Person Specification

Describes the knowledge, skills, understanding and attributes, which are required to successfully perform this role. This document also identifies how this information may be used to shortlist candidates and to identify areas of questioning for the job interview process.

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education, training and qualifications	5 GCSEs or equivalent including English and Maths	√		Application form
	Educated to degree level or equivalent		√	Application form
	Has a National Association of British Market Authorities (NABMA) National Diploma in Market Administration or other appropriate professional or management qualification.		√	Application form
	Willingness to undertake training	√		Application form and interview
	Is qualified to drive		√	Application form
Job skills, knowledge and experience	Has experience in market organisation, market administration or market logistics		√	Application form and interview
	Demonstrates knowledge and understanding of:			
	<ul style="list-style-type: none"> Market law; Market administration; Market operations 		√	Application form and interview
	<ul style="list-style-type: none"> Events management 		√	Application form and interview
	<ul style="list-style-type: none"> Financial, resource planning and 		√	Application form and interview

	<p>budgetary control of the Council</p> <ul style="list-style-type: none"> • Managing of people, assets and resources • Health and Safety policy, protocols and general practice • Project management <p>Has previous experience working for a Town or Parish Council</p> <p>Has previous experience working in a customer-face environment</p> <p>Is able to facilitate public events</p> <p>Has experience in fund raising</p> <p>Has experience in strategic development and Business planning</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Interview</p> <p>Interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Interview</p> <p>Application form and interview</p>
Technology and Social Media	<p>Has experience and skills in social media.</p> <p>Has an understanding of managing website content.</p> <p>Has experience in generating promotional content such as leaflets, banners or articles.</p> <p>Is familiar with E-Systems for managing finance, service planning and other related activities</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>
Community and Partnerships	<p>Is able to build and develop relationships with residents and local community interest groups</p> <p>Is able to develop and maintain relationship with traders and businesses, local authorities, and other public sector and private sector partners.</p> <p>Maintain good relationships with NABMA</p>	<p>√</p> <p>√</p> <p>√</p>	<p>Application Form and interview</p> <p>Application Form and interview</p> <p>Interview</p>

Personal Skills and Attributes	Is able to plan and organise self and others in setting meaningful objectives and targets.	√	Application Form and interview
	Promotes teamworking wherever necessary at all levels of activity	√	Application Form and interview
	Knows, how, when and where to delegate tasks or activities to others.	√	Application Form and interview
	When giving advice or making decisions uses supporting evidence	√	Application Form and interview
	Demonstrates sound judgement and decision making when resolving or dealing with issues and problems	√	Application Form and interview
	Listens well and demonstrates both empathy and understanding when communicating with others.	√	Interview
	Is able to work flexibly in meeting the demands of the role	√	Interview
	Has a sense of humour	√	Interview
	Has a 'can do outlook' and gets things done on time	√	Application Form and interview
	Has a mature and diplomatic outlook and is calm under pressure	√	Application Form and interview
	Demonstrates personal commitment, enthusiasm and is self-motivated	√	Application Form and interview
	Is able to communicate clearly both verbally and in writing	√	Application Form and interview