



## **JOB DESCRIPTION**

### **' MARKET MANAGER- CIRCULAR ECONOMY' at ACTON STREET MARKET.**

**SALARY: £30,000c - Full time-- or part time (salary pro rata). Flexible working**

#### **Job Details:**

**Flexible between On site at Acton Market and working from office/home.**

**Work location:** Acton Market and The Doughnut Factory, 10 Warple Mews, Warple Way, Acton, W3 0RF

**Hours per week:** 35 (or flexible for part- time )

**Closing date:** 15<sup>th</sup> April 2022

**Application process:** Please send **CV -and covering letter** -stating your suitability for the Job to [info@actionwestlondon.org.uk](mailto:info@actionwestlondon.org.uk) **For an informal discussion contact** : Gary Buckley [gary.buckley@actionwestlondon.org.uk](mailto:gary.buckley@actionwestlondon.org.uk) Tel: 07771 832569

#### **THE ROLE**

This is a very exciting opportunity to engage diverse communities and partnerships in tackling climate change at a local level .

You will have a great opportunity to put your ideas into action and make a big impact.

Action West London has won funding from the Lottery Climate Action Fund to develop a 'circular economy' project at Acton Street Market --the 'Acton Market Partnership Waste and Consumption Reduction' project.

#### **Background:**

Acton Street Market runs 4 days a week on weds/thurs/frid/sat.

This role will be responsible for developing the Project and creating a 'circular economy zone' within the Market by providing free stalls for local groups and communities to promote climate change and Waste and Consumption reduction activities at the Market. The project will build partnerships with a wide range of organisations including Ealing Council, West London Waste Authority , RELondon , Acton BID, West London Business, private sector companies and community organisations. These partnerships will lead to a number of initiatives (e.g., repair workshops) in addition to Acton Market's circular economy zone.

As the Circular Economy Market Manager you can make your own powerful contribution. You will be responsible for building up Acton Market's offer, increasing the number of stall holders, adding stall holders selling recycled and environmentally friendly products, and delivering an innovative and educational climate change programme that engages people and groups from Acton and Ealing's diverse communities. As a result, the prosperity of local market traders will grow, and Acton Market will be at the forefront of being a sustainable market and pioneering Waste and Consumption reduction activities.

You will develop the project with a view to presenting a programme for continued funding after the 2-year Lottery Development grant.

This will involve promoting circular economy initiatives through events and branding, enhancing visitor experiences', and transforming Acton Market's sustainability by working on increasing the number of stall holders and their offers to the public. A key part of your role will be partnership developments with environmental action groups, public, private, and voluntary sector organisations. You will be supported by a part-time social media and admin officer.

### **DAYS and HOURS**

**The role is flexible** - on site at Acton Market and working from home/office. Acton Market runs weds/thurs/frid/sat. You will need to be on site for some time on some of these days. When not on site you will be promoting the Market, recruiting new stall holders, linking with community groups and other partners, and organising events. There is flexibility about how this will work in practice. There is scope to consider full time or part-time roles.

### **About You:**

You'll be both 'hands on' and strategic. You'll need an understanding of how street markets and outdoor events operate. You will have a commitment to and experience of running environmental initiatives. You will be experienced in dealing with stall holders and the public, events management, marketing and PR, health and safety and engaging people and groups from diverse communities. You'll need excellent time management and people skills, plus an energetic, results focussed, collaborative and enterprising approach to work.

### **MAIN TASKS**

The Market Manager will develop the 'Acton Market Partnership Waste and Consumption Reduction' project.

This includes

- Establishing a 'circular economy' 'zone' of stalls at Acton Market by providing free stalls for waste and consumption reduction and environment groups.
- Responsibility for managing the project and reporting progress to the Lottery grants officer.
- Developing links with existing partners in the Project and with new partners as the Project develops.
- Implementing innovative sustainable initiatives to reduce waste and increase recycling, working with traders and external partners
- Organising events, working with both internal and external partners to deliver pop-up events which support the project objectives ,for example monthly events at Acton market engaging community and environmental groups to promote the Waste and consumption Reduction project
- Ensuring that Market traders follow the Market guidelines.
- Dealing with any issues or concerns from waste and consumption reduction and environment groups and other traders at the Market .

- Overseeing operation of the Market including all administrative requirements and collecting feedback from customers and members of the public . ,
- Supervising the part- time social media postholder to promote the market using social media and other forums to attract new traders to the Market – both general traders and traders selling recycled clothes and goods to reduce waste and consumption.
- Developing funding bids to secure additional income for the Project and the Market and proactively seeking opportunities for increasing revenue from the Market.
- Ensuring all Health and safety issues are in place including dealing with safety of stalls when there is strong wind
- In partnership with the Market supervisor overseeing an inventory of all market tents, tables chairs and other equipment and ensuring all tents and equipment are of good, usable standards.
- At all times to follow Action West London’s Equal Opportunities policy.

**REPORTING TO:**

AWL Operations and Business Development manager

**RESPONSIBLE FOR:** Part-time social media officer and Volunteers.

**JOB SPECIFICATION:**

**Skills experience required:**

- Excellent ‘grass roots’ experience and confidence in managing outdoor events, dealing with members of the public and individual Market traders
- Experience and commitment to promoting the circular economy and waste and consumption reduction initiatives
- Experience of managing a Market, outdoor events and/or being a Market Trader
- Project management and planning skills.
- Confident in taking own initiative and in developing partnerships with community, public and private organisations with an interest in Waste and Consumption reduction .
- Good networking and negotiating skills.
- Experience and knowledge of Health and Safety
- Excellent customer service skills and experience of dealing with members of the public in outside activities (e.g., Events, markets) and the wide range of diverse community members who use the Market )
- Ability to communicate with mid- week Market Supervisor and other members of Action West London staff and volunteers.

**Application process:** Please send CV **-and covering letter** -stating your suitability for the Job to [info@actionwestlondon.org.uk](mailto:info@actionwestlondon.org.uk) **Closing date: 15<sup>th</sup> April 2022**

**Contact details for an informal discussion:** Gary Buckley  
[gary.buckley@actionwestlondon.org.uk](mailto:gary.buckley@actionwestlondon.org.uk) Tel: 07771 832569