

JOB ADVERT

Farmers and Craft Market Coordinator

Full-Time – Immediate Start

Elstree and Borehamwood Town Council

Salary: £27,711 per annum

Hours: 36 hours per week

Annual Leave: 25 days plus bank holidays

Elstree and Borehamwood Town Council is looking for an enthusiastic and highly organised **Farmers and Craft Market Coordinator** to lead the continued development and success of our vibrant community market. Now in its second year, the market has become a key part of the town's local economy, and this newly created role will play a vital part in its ongoing growth.

About the Role

As Farmers and Craft Market Coordinator, you will be responsible for overseeing all aspects of the market's operation, from recruiting and supporting stallholders to ensuring compliance with health and safety regulations. You will also be responsible for marketing the market to increase footfall, managing staffing requirements, and exploring opportunities for future expansion.

When the market is not in operation, you will provide support to the Town Council's **Warden/Caretaker Team**, assisting with local facilities, events, and community services.

This is a fantastic opportunity to make a real impact in the local community, working with farmers, artisans, and businesses to create a thriving marketplace that benefits residents and traders alike.

Key Responsibilities

- **Market Management:** Oversee the day-to-day operation of the market, ensuring smooth and efficient running.
- **Stallholder Recruitment:** Identify and recruit a diverse range of local farmers, craft producers, and traders to enhance the market offering.
- **Compliance & Safety:** Ensure adherence to licensing, food safety, and health and safety regulations, conducting risk assessments where required.
- **Marketing & Promotion:** Develop promotional strategies, including social media campaigns, printed materials, and local partnerships to attract visitors.
- **Event Planning:** Organise themed market days and special events to boost engagement and support the local economy.
- **Finance & Administration:** Manage stallholder fees, monitor income and expenditure, and prepare reports for the Town Council.
- **Future Growth:** Explore opportunities for expansion, including additional locations and funding options.
- **Community Support:** Assist with Council-run events, town maintenance, and caretaking duties as part of the Warden/Caretaker Team.

About You

Essential:

- Experience in event planning, market coordination, or a similar role.
- Strong organisational and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Knowledge of health and safety, food hygiene, and licensing regulations related to markets.
- Proficiency in social media marketing and promotional activities.
- Ability to work both independently and within a team.
- Willingness to undertake practical and manual tasks.
- Full UK driving licence and access to a vehicle.

Desirable:

- Experience working in local government or a community-focused role.
- Familiarity with Elstree and Borehamwood and its local economy.
- Budget management and financial reporting experience.
- Knowledge of grant funding and market expansion strategies.

What We Offer

- Salary of **£27,711 per annum**.
- **36 hours per week**, including flexibility for market days and events.
- **25 days annual leave plus bank holidays**.
- **Local Government Pension Scheme** (if applicable).
- Opportunity to make a meaningful impact in the local community.

How to Apply

To apply, please submit your CV and a covering letter outlining your suitability for the role.

Apply by email: admin@elstreeborehamwood-tc.gov.uk

For more information, call Rob on: 020 8207 1382

Application deadline: Applications will be reviewed on a rolling basis, so early submission is encouraged.


Start date: Immediate start available.


Join us in shaping the future of Elstree and Borehamwood's Farmers and Craft Market!


We Are Hiring! Farmers and Craft Market Coordinator

Elstree and Borehamwood Town Council is looking for a dedicated and enthusiastic **Farmers and Craft Market Coordinator** to help grow and manage our thriving community market!

This full-time role is an exciting opportunity to work with local traders, promote the market, and bring fresh and artisanal products to the heart of our town. You will oversee stallholder recruitment, marketing, event planning, and market operations, ensuring its continued success.





 **Location:** Elstree and Borehamwood

 **Salary:** £27,711 per annum






 **Hours:** 36 hours per week, including weekends for market days

 **Annual Leave:** 25 days plus bank holidays

Key Responsibilities:


-  Manage and develop the market, recruiting stallholders and ensuring smooth operations
-  Promote the market through social media, events, and local partnerships
-  Ensure health and safety and licensing compliance
-  Assist with other community events and facilities when the market is not in operation

What We Are Looking For:



-  Experience in event planning, market coordination, or a similar role
-  Strong organisational and people skills
-  Knowledge of health and safety and licensing regulations
-  Ability to work independently and within a team
-  A full UK driving licence and access to a vehicle

 **Apply now by emailing your CV and cover letter to** admin@elstreeborehamwood-tc.gov.uk

 **For more information, call Rob on 020 8207 1382**

 Applications will be reviewed on a rolling basis, so apply early! **Immediate start available.**

Help us make the **Elstree and Borehamwood Farmers and Craft Market** the best it can be!

  **#EBMarket #JobOpportunity #Hiring #CommunityMarket**