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| **Job Title** | **Weekend Events & Market Coordinator**  |
| **Location** | **Vale of Leven G83** (with occasional travel to attend meetings and other events outwith the area).  |
| **Responsible to:** | **Development Manager** |
| **Salary:** | **£21,000 to £25,000 (pro rata) + pension**(Dependent on experience & qualifications) |
| **Hours per week** | **28 hours\*\*\*** – this post is mainly weekend & evening working.\*\*\*This post may also be suitable for job share / part time contract of 14 hours per role. |
| **Contract type** | **Probation Period for 3 months thereafter an initial fixed term contract to 31st March 2024,** funding will be sought to extend the post. |
| **PVG Membership Scheme** | **The successful candidate will undertake a Disclosure Scotland check as part of our safer recruitment procedures.** |

**Closing date for application is** **Sunday 14th August 2022. Completed applications to be submitted by email to The Vale of Leven Trust:** **chair@valeofleventrust.com**

**Job Description** - **Weekend Events & Market Coordinator**

**Duties and Responsibilities** include but are not limited to:

1. Create and develop the weekend events programme including a regular market.
2. Coordinating the day to day running of weekend social activities including:
3. Booking & confirming venue spaces.
4. Confirming staff, consultants, and volunteers’ attendance.
5. Ensure equipment is available and on site.
6. Ensuring refreshments are available and work to relevant Food Prep regulations.
7. Oversee the operation of the local market including:
8. Source and identify suitable market vendors and products.
9. Communicating market vision to the community and vendors.
10. Addressing vendor enquiries.
11. Managing scheduling and mapping of stalls and vendors.
12. Coordinating stall / market set up and break down.
13. General market prep such as maps, signage, vendor confirmation and any other tasks.
14. Undertake risk assessments and day to day protocols of all activities and establish relevant Health and Safety procedures.
15. Deal with customer & vendor enquiries including communication by telephone, email, social media, on-line and face-to-face.
16. Estimate costs for activities and events and comparing budgets with actual expenses in line with funding expectations.
17. Develop membership involvement to ensure we are meeting the needs of the local community.
18. Recruit, supervise, support and train volunteers (with support from within the appropriate Staff & Management structure).
19. Create, schedule, and monitor marketing posts using a variety of platforms to increase awareness and ensuring activity promotion is optimised.
20. Keep a record of activities and events and undertake Evaluation Surveys in conjunction with local people, volunteers, and appropriate others.
21. Undertake general administrative duties including collection of attendance and agreed data activity.
22. Work with data in line with the Data Protection Act / GDPR and comply with VOLT Policies & Protocols.
23. Represent and promote The Vale of Leven Trust at meetings etc. as appropriate.
24. Take part in objective setting and regular appraisal and undergo training as required
25. Chart progress against the project outcomes to comply with the monitoring and evaluation requirements of funders & VOLT’s Management Committee.
26. Produce regular reports for the Management Committee & Funders.
27. Any other duties as requested by the Development Manager / Management Committee for the benefit of VOLT.

Considerations: Applicants should be comfortable lifting boxes of equipment to and from different activity locations and working in a variety of weather conditions.

Reports to: Development Manager

**The post-holder will be expected to adopt a flexible attitude to the duties, which may be varied subject to the needs of the service and in keeping with the general profile of the post.**

**The successful candidate will undertake a Disclosure Scotland check as part of our safer recruitment procedures.**

This post is funded on a fixed term basis until March 2024 and is funded by:

- People’s Health Trust using money raised by Health Lottery Scotland. People's Health Trust is an independent charity investing in local neighbourhoods to help create a society without health inequalities. It works closely with each of the regional and country lotteries raising money through The Health Lottery and distributes grants. [www.peopleshealthtrust.org.uk](http://www.peopleshealthtrust.org.uk)

and

- *“with the support of the West Dunbartonshire Community Mental Health and Wellbeing Fund”*.

**Application notes**

Your form should be completed and submitted via email to chair@valeofleventrust.com

Please use the same email address for any questions you may have in advance of your application submission.

Deadline for submitting applications: Sunday 14th August 2022.

**Please note that CVs are not accepted**.