

**OXFORDSHIRE COUNTY SCOUT COUNCIL
ZODIAC 2009**

ROLE DESCRIPTION

Title:	Market Place Manager
Outline:	Assume responsibility for the establishment and management of the Market Place (to include an over 18s bar in the evenings) throughout Zodiac 09
Responsible for:	Members of the team recruited to the Market Place team whether with Scout appointments or otherwise
Responsible to:	Head of Zodiac 2009
Main contacts:	Site Services, Site Layout and other teams that are part of the event delivery team, External suppliers
Appointment requirements:	None
Period of appointment:	Position to be in place early 2008, running until 31 December 2009. Appointment and job description to be reviewed regularly

Principal tasks

- Decide what stalls and facilities that should be included within the market place for the event
- Ensure appropriate licences have been obtained to operate the stalls/facilities included
- Recruit and manage a team as required to deliver the above, including staff to run the stalls/facilities throughout the event
- Plan and organise adequate stock ensuring that sale or return is utilised where possible to minimise financial risk
- Plan and organise infrastructure required to house the stalls/facilities and the stock held
- Prepare and continually update a budget for the deliverables and manage the delivery within agreed limits
- Ensure that the deliverables are carried out in full compliance with Health & Safety requirements
- Prepare Risk Assessments covering deliverables

Time commitment

- A monthly core team meeting (likely to be an evening) held within Oxfordshire
- Work with Market Place team as required
- Planning time as required
- 2 or 3 days before and after the event as well as the event itself

Skills & experience

- An understanding of Scouting and young people, and what stalls and facilities will be appropriate to them
- Project management experience – ability to plan and deliver projects on time
- Ability to accept and respond to responsibility
- Work well under pressure
- An appreciation of Health & Safety issues
- Have sufficient time to take the role amongst other commitments. The commitment level will inevitably increase closer to the event