

# POSITION DESCRIPTION - WANGARATTA FARMERS MARKET COORDINATOR

Reports to the Wangaratta Farmers Market Committee

Casual role 20+ hours per month

\$38.75 per hour + 11% superannuation

## Purpose of role:

- Organisation and coordination of the monthly Wangaratta Farmers Market including market day management, bump in and bump out, coordination of volunteers, and smooth running of onsite BBQ
- Facilitate immediate and long-term engagement and coordination of our existing and prospective stallholders
- Oversee general administration functions, including incoming enquiries

## Objectives of role:

- **Grow the market** – increase the number and diversity of stallholders in line with Market Guidelines
- **Stallholder satisfaction** – consult and work with existing and prospective stall holders to strive for stallholder satisfaction
- **Safety** - Ensure market operates safely, efficiently and effectively in accordance with the Wangaratta Farmers' Market Strategic Plan and operational guidelines
- **Compliance** - Ensure WFM complies with all relevant legislations, OHS and safety guidelines
- **Relationships** - Build and maintain good working relationships with our volunteers, stallholders, and other primary stakeholders
- **Market Performance** - support the development of initiatives and processes to streamline and enhance the performance of the market and increase its attractiveness and amenity to stallholders and consumers

## Key Responsibilities:

1. Conduct and implement site risk analysis and safety guidelines including traffic coordination in
2. conjunction with delegated Committee Members and/ or volunteers
3. Coordinate and undertake set-up and dismantle of market including installation/pull down of
4. temporary signage prior to each monthly market (this includes some manual handling)
5. Lead engagement, liaison, and communication with our market stallholders and primary stakeholders
6. Ongoing coordination and development of market administration processes and systems

7. Reconcile stallholder payments and cash donations
8. Work with the Wangaratta Farmers Market committee on the market's social media presence
9. Maintain up to date records of stallholder files and compliance documents, e.g. insurance
10. Maintain inventory of market equipment and ensure equipment is ready for use prior to market day
11. Regular planning and operations meeting with the Chair
12. Monthly report to Committee
13. Monitor market email and social media accounts, responding and escalating as required
14. Maintain stallholder lists and market layout
15. Roster, coordinate and direct volunteer support for the monthly on-ground market and BBQ
16. Maintain currency of market website and/or coordinate updates with the committee

### Essential Criteria:

- Demonstrated commitment and enthusiasm for fresh, local, seasonal food.
- Ability to problem solve and 'think on your feet'
- Ability to confidently engage and effectively communicate with all key stakeholders
- Must be available for all 12 monthly markets, every second Saturday of the month
- Highly organised with solid experience in planning, coordination and managing time effectively
- Strong administrative skills and computer literacy, using Google suite
- Ability to work independently and as part of a team
- Excellent attention to detail
- Current driver's licence

### Highly Desirable:

- A passion for food and local produce
- Experience in an event management
- Current first aid and CPR certificate
- Experience working with a not-for-profit or community-led organisation as a volunteer or paid staff member