



Role: New trader manager (voluntary)

Start date: ASAP

We're growing! As a result we're looking for an enthusiastic individual to join the Chatsworth Road market team (as a volunteer) to manage the initial selection and enrolment of new traders wishing to join the market.

We receive a steady stream of new trader applicants, all of which require assessing for product quality, suitability and fit within the market. The role manages the process from initial contact with the Chatsworth Road team through to becoming a regular trader. You will also help to prevent product duplication with any existing traders, offer guidance with the council's licensing process through to agreeing their first official trading day. At this point you hand over to the market manager for the traders to become regular attendees.

The role requires;

- Access to a computer
- Familiarity with Email and MS Office in particular Excel/Word
- Strong written and spoken communication skills
- 2 hours a week commitment on a flexible free time basis + a monthly meeting with the wider team

You will be supported by the three existing volunteer directors and the current market manager all of which will help with initial training.

The role is open to all but is particularly suitable for anyone looking to get more involved in their local community on a flexible basis or anyone looking to improve their CV as it carries responsibility and visible results for your efforts. The role is initially unpaid, expenses will be covered but offers the potential for payment as the market extends.

The role plays a critical part in the success of the weekly market running as it:

- is highly influential in shaping what the market is and offers its visitors, both as a whole and on a stall/product basis
- is essential to the continued financial stability of the market. A full market each week means it can break even and ensures it remains a vibrant experience
- offers the ability to nurture new traders from a product offering and price point perspective to ensure they have the greatest opportunity for success on Chatsworth Road
- includes administering and helping start off new traders originating through our Kick Start scheme. Our own creation, Kick Start gives local people on JSA, ESA or NEA the opportunity to trial their business ideas on the market free of charge and we have seen many move from Kick Start into regular market traders

For more info or for an informal chat drop us a mail at info@chatsworthroade5.co.uk or if you're ready to apply send your CV to the same address along with a short paragraph as to why you want to join us.

Chatsworth Road Traders and Residents Association Community Interest Company (CRTRA CIC)
Registered in England. Company Number 08087117