



Job Description and Person Specification

Post Title	Market and Events Support Operative
Grade	SCP Level 2 (£10.60 per hour)
Hours of work	Zero Hours Contract (Appointed candidates are not obliged to accept assignments and hours offered)
Location of Employment	Newark Market Place / Newark Town Hall
Accountable to	Markets and Events Manager

Organisation Chart



Primary Job Purpose

To provide operational support to markets and events. The job will involve working as part of a team whose purpose is to seek to ensure that markets and events are delivered safely and provide a welcoming and enjoyable experience for all traders, performers, guests and visitors alike.

Duties & Responsibilities

1. Litter picking and waste management.
2. Responding as necessary to public enquiries.
3. Assisting in setting up and taking down event related infrastructure (market stalls, gazebos, stages)

4. Reporting safety / risk concerns to supervisor.
5. Assisting traders and performers with stall and performance set up.
6. General tasks as may be assigned by the supervisor.

Person Specification

1. Friendly and willing approach to completing assigned tasks.
2. Able and willing to work evenings and weekends.
3. Willingness to work through inclement weather.
4. Friendly and courteous dealing with members of the public , event personnel and colleagues.
5. A can-do attitude.