



Date: 30 October 2020

Statement of work and Schedule for Woodend Community Farmers' Market Manager

Job title

Woodend Community Farmers' Market Manager.

About

Now, in its tenth year, the Woodend Community Farmers' Market (WCFM), operating under the aegis of the Macedon Ranges Sustainability Group (MRSRG), is a highly vibrant and engaging community of farmers, food producers, and customers from the Macedon Ranges and surrounding regions, as well as tourists from Melbourne, that meets together in an open-air marketplace in Woodend on the first Saturday of every month.

We are looking for someone with a dynamic personality and who is passionate about sustainable, local food production, is in concordance with the goals and principles of the Victorian Farmers' Market Association (VFMA) and has the proven event management and interpersonal skills to continue the success and to help guide the WCFM to its next stage of development and influence in the region.

This contract position will commence formally with the handover from the previous Market Manager on or about 22nd November 2020.

Duties

The duties of the Market Manager are set out below and may vary over time as directed by the Farmers' Market Action Group (FMAG).

Responsibilities:

- at least one week prior to each market day, the Market Manager will ensure the following:
 - that promotional street-signs are erected at their assigned locations in Woodend;

- that Online stallholder payments are up to date and accurate;
- just prior to each market day, the Market Manager will allocate sites for each stall, mark these on the ground, and inform each stallholder by email.
- on each market day, the Market Manager will ensure the following:
 - that stallholders are directed to their allocated sites before, during, and at the closure of the market;
 - that each stallholder complies with food-safety regulations and other legal requirements;
 - that each stallholder complies with their VFMA accreditation;
 - that any health or safety risks are identified and addressed promptly and effectively.
- in between market days, the Market Manager will be involved in the following activities:
 - communicating with potential suppliers and liaising with FMAG to approve applications;
 - ensuring that each stallholder's accreditation with VFMA is current;
 - ensuring that each stallholder's insurance is current;
 - responding to email or phone enquiries and issues related to the market;
 - organising the entertainment, special guests, and community groups for future market days;
- Under the direction of the MRSG treasurer, the Market Manager must retain digital copies of the financial, stallholder, risk-assessment, and compliance records in an appointed secure, central location.
- The Market Manager in daily operations reports to the FMAG leader and ultimately to the MRSG President.

Skills

The applicant needs to have relevant work experience, or qualifications in event management, or project management.

Other skills that would be preferable include experience and proficiency with:

- MS office suite;
- website content management;
- Google suite of apps.

Competencies

The applicant needs to have the following personal competencies:

- excellent social skills, a positive attitude, and the ability to exude confidence and express empathy;
- the ability to build relationships with stakeholders and to resolve disputes and de-escalate conflicts should they arise;
- the ability to conceive creative solutions to any challenges that may arise on market-day;

- the ability to embrace and build a culture of fun and inclusiveness;
- a commitment to the goals and mission of the Macedon Ranges Sustainability Group;
- excellent verbal and written communication skills.

Relationships

Woodend Community Farmers' Market is run by MRSNG volunteers. The Market Manager is one of a few paid contractor positions in MRSNG. The Market Manager reports to FMAG and participates in FMAG monthly meetings (either in person or via phone or teleconferencing). It is expected that the Market Manager liaises on a regular basis with the Marketing Manager on matters of content for marketing activities.

There are several, diverse stakeholders of the Farmers' Market, with whom the Market Manager is expected to liaise. Some of the more important stakeholders include:

- Farmers' Market Action Group;
- Macedon Ranges Sustainability Group;
- Victorian Farmers' Market Association;
- Marketing Manager;
- Macedon Ranges Shire Council;
- Past, present, and future stallholders;
- Patrons.

Schedule

The statement of work and this schedule is the contract between MRSG and the contractor. Any changes to the statement of work and schedule can only be done by FMAG and require both contractor and FMAG to re-sign.

- Item 1 - Contractor name:
Contractor address:
Contractor Email:
- Item 2 - Commencement date: 22nd November 2020
Probation end date (3 months from commencement date):
22nd February 2021
PD and schedule review: Annual on anniversary of the commencement date.
Expiry / renewal date (12 months from commencement date):
22nd November 2021
- Item 3 - Title: Market Manager
- Item 4 - Engagement type: Contractor
- Item 5 - Gross fee: \$600 per calendar month with an expected workload of app.
20 hours per month.
- Item 6 - Invoice frequency: Monthly in arrears.
- Item 7 - Evidence of Indemnity insurance:
Policy number: _____
Expiry date: _____
- Item 8 - Special conditions:
- Contractor must have a valid driver's license and use of own suitable vehicle.
 - Contractor is signing up for minimum of 12 months.
 - Contractor is to give a minimum of 2 markets' notice.
 - Contractor is to provide a phone contact number for stakeholders.
 - Contractor must have a valid Working with Children's Check.

I have read and agree with both the statement of work and schedule.

Date: _____

Name of contractor: _____

Signature of contractor: _____

Date: _____

Name of signee: _____

Signature of President of MRSG: _____

