



# Deputy Market Manager Job Description

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Roman Road Trust is growing from strength to strength and we need a dynamic, community-minded dynamo to help take the new Roman Road Yard Market to the next stage.

## About Roman Road Trust C.I.C

The Roman Road Trust (RRT) is an innovative organisation helping regenerate a high street and its community in one of the poorest boroughs of the country – Tower Hamlets, London. The Roman Road is in the heart of London’s East End and home to one of London’s longest-running and largest street markets.

RRT’s Vision is for a thriving local economy that gives opportunity and space for communities to flourish.

Since its creation in 2013, RRT has helped launch several regeneration initiatives including the now annual Roman Road Festival and the Roman Road LDN website.

We also promote Localism and campaign actively on planning issues. We are engaged in developing a Neighbourhood Plan to help give local people a say on the development of Roman Road. This is a joint venture with The Cass (London Metropolitan University).

We consult with local businesses on their needs and will be rolling out a programme of media and technology support and training for businesses. We are also piloting a new market and community space on the Road, the weekly Roman Road Yard Market, and launching a project to celebrate Bow Suffragettes through a history and art trail.

RRT is a Community Interest Company (CIC). All profits are ploughed back into our community initiatives. Our ambition is to become a financially sustainable structure that offers a viable vehicle to empower the local community now and long into the future.

RRT is constitutionally set up as a membership organization, with local Members. However, the membership scheme is yet to be implemented.

## The Organisation

RRT is led by Chief Executive Officer, Tabitha Stapely. Tabitha is a local resident and digital consultant. Prior to founding communications agency, Social Streets CIC, Tabitha worked at Hearst Digital UK developing their digital products. Tabitha started her career as a print journalist with spells at Conde Nast, The Telegraph Group and IPC before switching to digital in 2000. She works for RRT on a freelance professional basis.

RRT's work is done on a project-basis, with most projects led by Tabitha or other freelance professionals who work regularly for RRT, in particular Clare Burgess. Much work is also done on a voluntary basis, or with volunteer assistance. The RRT has no permanent employees.

RRT's activities have grown gradually since the organization began as the Roman Road Town Team in 2012, incorporating in November 2014. In this financial year the organization will turn over c£50k.

## Roman Road Yard Market

The market was launched in March 2016 with the support of the GLA and London Borough of Tower Hamlets. It is run on Council-owned property and our pilot has recently been renewed.

The main aim of the market is to increase footfall to the road and profits from the new market will be reinvested into further community projects.

The market sells an eclectic mix of vintage, crafts, fresh produce and hot food. It is hoped the new market will act as a stepping-stone to help encourage groups of new traders and new visitors into the existing market.

Roman Road Yard Market is also a community space and offers a social space that is lacking on Roman Road. A large area of the the market is given to tables and benches, buskers and hot food, helping make it a destination for people near and far to socialise. Roman Road Trust delivers a programme of community events held at the car park to increase the community capacity of the high street.

The market is rooted in the local community and this is an important aspect of its development to ensure benefits are retained in the local

area. We use traditional East End barrows made at the local wheelwright and our traders are mostly from the local area and the bordering areas of Tower Hamlets, Hackney and Newham.

In partnership with the local authority we are looking to develop the fresh produce side of the offering to better attract weekly visitors from the local area.

## Deputy Market Manager role

The Market Manager will be working under the guidance of Roman Road Trust CEO and acting Market Manager Tabitha Stapely on the following:

- Sourcing new local traders for Roman Road Yard Market.
- Collecting necessary permissions from new traders
- Ensuring all online pitch fees are paid by Monday before trading
- Managing the rota and the stall layout plan
- Liaising with the wheelwright yard about necessary stall hire
- Managing market spreadsheets on Shared Google Drive
- Planning the stall layout every week and notifying traders
- Social media marketing of traders and the market on Friday using Roman Road LDN platforms
- Attending the market every other Saturday from 7am to 6pm and manning the Roman Road Trust stall
- Live posting and tweeting of traders and market on Saturday morning

### *Requirements of the role*

- Interest in knowledge of markets and fresh produce traders
- Social media nous
- Strong community interest
- Local to Bow or East London

### *Payment and deployment*

This is a freelance role and not office-based:

- Rate is at the London Living Wage of £9.40 per hour for two days a week, or £150 per week, plus £50 for each Saturday at Market.
- Hours can be taken flexibly though must accommodate Friday's social media requirements

- The candidate will be reporting to Tabitha Stapely
- The candidate must be available to start immediately
- Opportunity for extra paid work on special pop-up markets and market events
- Potential for role to develop into Market Manager

Apply by email to [tabitha@romanroadtrust.co.uk](mailto:tabitha@romanroadtrust.co.uk).