



## **Background Information**

### **Somerset Farmers' Markets**

In 1999, producers and local community representatives who were already hosting markets in Somerset formed Somerset Farmers' Markets Ltd (SFM). Glastonbury was the company's first market and was soon followed by Crewkerne, Frome, Wincanton and Yeovil and a weekly market at Wells.

SFM now operates ten markets across the county, nine of which are monthly with Wells remaining as the only weekly market. The company is a not-for-profit organisation with the objective, "...to develop and manage farmers markets in the historic County of Somerset for the benefit of producers and the local community."

In common with all farmers' markets, Somerset Farmers' Markets aims to offer high quality, locally produced food direct from the producer. The produce that can be sold at the markets is governed by a set of criteria, details of which are on the SFM website.

Producers who join one or more markets become SFM members. The markets are steered by the producers through a Board of Directors elected by and from the membership. The Market Coordinator organises the markets and a Day Manager oversees each individual market. Louise Hall has been the SFM Market Coordinator for the past eight years and feels it is now time to hand over the reins.

### **The Division of the Contract**

The services provided by the Market Coordinator require a considerable range of skills. For this reason, the contract has been divided into two separate but interrelated parts. We are open to applications from people who would like to work together, individuals who would like to take on one part of the role and individuals who would like to take on both parts of the role. It is, however, very important that any individuals involved work closely together as a team and are able to provide cover for each other.

### **The Role(s)**

This is a self-employment opportunity and we would expect anyone who takes on the role(s) to provide their own office space and office equipment including telephone. Both parts of the contract are offered at a fee of £7,000 per annum plus travel expenses. We would expect the work for each contract to take approximately two days per week on average.

## **Method of Application**

To apply please submit a CV and a letter of application which identifies:

- relevant retail experience particularly of working in or with markets
- IT skills and familiarity with particular software packages
- any experience of writing material for different audiences
- administrative experience including financial administration
- evidence of working with a variety of people and resolving challenging situations

The application should be sent to Somerset Farmers' Markets Ltd, c/o 20 West Street, Axbridge BS26 2AD or emailed to [steph.keeble@btinternet.com](mailto:steph.keeble@btinternet.com) Please make clear which contract or contracts you are applying for.

The closing date for applications is Saturday 18th April, and we plan to conduct interviews on Friday 24th April. The start date of the contract is by negotiation, but it is hoped to begin no later than mid-May. If you have any queries and/or would like to discuss the role, please contact Steph Keeble by email or on 01934 733212.