

COMPLIANCE & EVENTS MANAGER (CEM)

The main function of this role is to protect locations by ensuring compliance, food safety, and risk is assessed amongst vendors across all sectors. This individual should therefore be knowledgeable about compliance and research updating laws as time passes and new sectors are reached.

The CEM will support all departments and by creating ways we can educate vendors centrally. This will be seen as creating and executing various workshops and content so all vendors comply with street vending sector, and StreetDots' standards within this and beyond.

This role will also take responsibility for coordinating events, using their experience to ensure the smooth running of the event, and to guarantee all elements of risk are assessed and mitigated.

The role reports to the founders of the business liaising priorities working from self-created strategic plan. The CEM will need to use elements from the Database and Dots teams to gain the tools or information to perform their task, this may include accessing the database to market events to vendors. They will also need to work closely with Marketing/Comms. to enhance external reach & noise.

KEY TASKS

Compliance Documents

Ongoing to create generic SOPs for vendors to use across all vending sectors. This will include basics to start such RAMS that can be standardised. It will be your job to add layers where the platform is going in all sectors.

Educating Vendors

To improve the daily standards of Street Vending while traders operate on our platform. Each site can vary and the traders need to follow instructions we distribute. It will be your role to seek various ways to educate such as workshops & written content

Improving and Updating StreetDots' Standards

It will be the responsibility of the CEM to review and adjust the existing StreetDots compliance range, introducing and tweaking the list of collected information to suit new purposes and laws.

Events Support

Seek ways to standardise this process to ensure we can operate from a central location to support events such as markets, urban festivals, private & corporate event and large scale festivals

KEY BEHAVIORS AND SKILLS

- Planned and organised to ensure no elements fall through
- Driven to obtain results and push their numbers
- Influential and Outgoing to sell the idea and dream of events to customers
- Strong interpersonal & Presentation skills

KEY OUTPUTS / TARGETS 2019

- Create workshops with outputs on education
- Developing key compliance templates for the platform
- Managing Events from inception to completion