Post	Events and Engagement Intern
Reports to	Community Engagement Manager
Hours	3 days (21 hours) a week (or equivalent) - 3 months
Salary	£234 per week
Location	Westway Trust offices, 1 Thorpe Close, W10 5XL
Work Pattern	21 hours each week, generally over 3 days. Weekend work may be required. 3 month Intern.

An exciting role has arisen to join an organisation with an ambitious and exciting vision set in the heart of Portobello, West London.

Westway Trust is a charity committed to enhancing the 23 acres of space under the Westway flyover to benefit local people, making it a great environment to live, work, play and visit.
We exist to harness the creativity, heritage and diversity of the area to maintain and improve the places and spaces we look after. Through good stewardship and collaboration with every part of the community, Westway Trust helps this vibrant part of London to continue to thrive.

We already receive more than one million visitors each year to the estate, and we want to expand the community, cultural, retail, sporting and enterprise opportunities here together with improvements to the public realm so that it is a place the community is proud and even more visitors can enjoy.

Job purpose

Westway Trust is looking to appoint an Events and Engagement Intern working from the Trust offices to assist with: Event Management, Community Outreach, Monitoring and Evaluation. You will be working with the Head of Marketing and Communication, the Community Engagement Manager, and the Marketing and Communications Team at the Westway Trust and a number of external individuals and organisations.

Principal accountabilities

The ideal candidate will demonstrate Trust values: Courage, Equity, Integrity, Openness and Sustainability.

Key responsibilities include:

- Seek Temporary Events licenses (TENs) from the Council for events as appropriate.
- Provide administrative support for beneficiaries of Westway Trust's grants programmes to enable grant recipients to stage events in our spaces.
- Support prospective event licensees in preparing licence applications for space along the 23-acre estate.
- Liaise with event organisers to receive event documentation to support the issuing of licences by Westway Trust.
- Collate event preparation documentation and issue licences in line with the Trust's events permissions process
- Provide support to colleagues across the organisation in event logistics for small internal/stakeholder events.
- Provide administrative support for Westway Trust's corporate and community networking events.
- Monitoring and evaluation of internal and events, including the secure handling of engagement data in a GDPR-compliant manner.
- Other administrative and support duties as required

Person specification

We are particularly interested in applicants from the local community who are able to demonstrate an interest in event management and a willingness to learn on the job. The role is most suitable for a person who wishes to develop a career in Event Management.

Desirable qualities

- Excellent organisational skills and ability to work in a changing and multi-tasking environment with competing deadlines
- Experience in managing social media to maximise event participation and engagement, or a willingness to learn these skills
- It is essential that you will have experience or a demonstrated desire to learn:
    - pre-event and on-site event coordination
    - managing logistics of corporate, community, sports or cultural events
- Demonstrable understanding and commitment to equal opportunities and diversity