



## Job Description

<b>Post</b>	Grants Administrator- Maternity Cover
<b>Reports to</b>	Head of Communications & Marketing
<b>Hours per week</b>	35 hours per week, Monday to Friday
<b>Contract type</b>	12 month fixed term contract (maternity cover)
<b>Salary</b>	£28,420 per annum
<b>Location</b>	Westway Trust, North Kensington W10

Westway Trust is a charity that was established to steward the 23-acres of space under the Westway flyover and works together with the local community to enable North Kensington to thrive. We dedicate ourselves to the social, environmental and economic wellbeing of this vibrant community. To deliver our ambitions we work with over 60 member organisations ranging from community groups and residents' associations to schools and sports clubs, as well as other local groups and people.

The estate is home to more than three acres of public green space, 120 tenants including more than 20 charities and non-profit organisations, two sports and fitness facilities, 48 light industrial units, 34 offices, 32 shops, community stables and a skate park.

By working with local people we want North Kensington to continue to be a place where everyone has the opportunity to be physically active; participate in arts and culture; get the economic opportunities they deserve; and live in a green and healthy environment.

### Job purpose

You will provide administration support, advice and recommendations to the Head of Communications & Marketing for Westway Trust's grant making programmes. You will ensure robust mechanisms are in place at every stage of the grant making cycle and the grant making programme runs effectively throughout the year.

### Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, you will be expected to take ownership of the areas of accountability below and to develop the role in line with the needs of Westway Trust.

- Acting as the first point of contact for grant enquiries and supporting the development of grant applications by providing guidance over the phone to potential applicants regarding the eligibility of their organisation and/or proposal.
- Undertaking due diligence of applicant organisations to ensure they meet Westway Trust's funding criteria, identifying any financial or governance concerns.
- Managing the assessment process by preparing papers for the internal and external assessment panels.
- In line with the Trust's Equality & Diversity policy ensure, as far as possible, that all relevant audiences are made aware of Westway Trust grants' programmes, and that the schemes are accessible to all eligible applicants.
- Ensuring the Trust is represented at funders' fairs and other relevant events.
- Entering data on the grant management system in accordance with the Trust's processes.
- Accurately processing applications to issue grant agreements and payments to funded groups.
- Keeping Westway Trust's website up to date with key dates and materials for applicants.
- Visiting applicants and funded groups, as required.
- Review grant reports and identify suitable content for the development of impact case studies.

- Develop content highlighting grant successes and outcomes for the Trust's website, social media, newsletters and annual reports.
- Supporting the production and analysis of data from the database and other sources to provide management information as required.
- Ensuring that grant monitoring reports are received and processed in line with the Trust's grant making policy.
- Produce monitoring and evaluation reports and implement creative monitoring and evaluation processes.
- Making positive contributions towards high performance of your team to ensure best outcomes in line with the values of Westway Trust.

<b>Person specification</b>
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You will need to have the right balance of knowledge and experience, working for a charity supporting and enhancing the lives of people in the local community.

- Proficient in Microsoft software packages and willingness to learn and use other business tools.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to meet deadlines, handle peaks in workload and work calmly under pressure
- Ability to maintain impartiality, fairness and confidentiality at all times and positive and constructive attitude and calm manner.
- Ability to show diplomacy and tact when dealing with applicants
- Understanding of grant making procedure and ability to evaluate options and make recommendations on issues is desirable.
- Experience of developing and working with external stakeholders / partners.
- Team working and influencing skills with an eye for detail.
- Demonstrable understanding of the needs of diverse communities and a commitment to equality of opportunity.
- Connections to/ understanding of the local area would be highly desirable.

Desirable:

- Previous experience shaping and influencing grant-making programmes
- An understanding of the grant-making ecosystem in North Kensington, London and the UK.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability — at all times in their work and behaviours.