



## Job Description

<b>Post</b>	Development Partnerships Lead
<b>Reports to</b>	Chief Executive
<b>Hours per week</b>	35 hours per week, Monday to Friday
<b>Location</b>	1 Thorpe Close, London, W10 5XL
<b>Salary</b>	£45,000 - £48,000

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway. In 2019 a local community campaign ensured that the Board of the Trust is led by local people and the Westway Trust now works together with the local community to enable North Kensington to thrive.

Our highly committed board and leadership team is testament to our values as we strive for excellence in participatory community development. To deliver our ambitions we work with a whole range of stakeholders including around 80 member organisations.

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.

We have a strong plan for transformation which you can access here: [www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/)

We want to encourage the communities around us to engage with us and consider us a place that offers them the chance to be physically fit, build health awareness and a healthy lifestyle, participate in the arts, social justice and culture and access economic opportunities as well as opportunities for progression and learning.

### Job purpose

The purpose of this role is to develop partnerships for the Trust that will lead to income being secured that can be used for the benefit of the Communities of the North Kensington area. We are particularly keen to innovate around programmes that are outward facing. Strategic priorities will be set each year.

Working closely with colleagues and external partners, you will be responsible for:

- The development and effective delivery of Westway Trust's Business Development and Fundraising position in the market and plan to increase and diversify our income, including our income from Trusts and Foundations, Commissioners and Donors.
- Develop new fundraising campaigns and develop strong relationships with funders and commissioners.
- Contribute to stakeholder mapping.
- Reporting on the pipeline and income raised through funds to the Exec Team.

You will also be expected to gain a strong understanding of the strategies of the Trust to ensure campaigns and fundraising are aligned. This will include gaining a solid understanding of the Independent Review into Institutional Racism and its recommendations, its progress report, the Horizon Plan and the three papers which underpin it: Community Centring, Place Making and Realising Social Value.

### 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, the Development Partnerships Lead will be expected to take ownership of the areas of accountability below and to develop them in line with the needs of Westway Trust.

In time you may be required to line manage a small number of other staff relating to the post and have oversight of any freelance staff or interns or consultants who may be engaged from time to time to support our fundraising work.

- Work with the team and stakeholders to ensure good quality bids/funding applications are submitted and followed through to achieve success.
- Develop new fundraising/business development campaigns to secure increased support from supporters and institutional funders (actual and potential.)
- Work with the executive team to research capital fundraising requirements.
- Maintain and develop excellent relationships with external partners, funders, fundraising specialist organisations and local charities and providers.
- Ensure that impact, measurement and evaluation processes are embedded in all aspects of our programme and project bids.

### Person specification

You will need to have the right blend and balance of awareness and strategic skills, working for a charity supporting and enhancing the lives of people in the local community.

You will demonstrate:

- Significant and successful experience operating a similar role in charity management.
- Experience of devising, implementing and evaluating fundraising/business development strategies with knowledge and understanding of social impact reporting frameworks and methodologies.
- Successful experience of developing and maintaining relationships with grant making trusts and commissioners and of scoping high net-worth supporters to develop fundraising bids and social investment appeals.
- Ability to write applications for funds and investment.
- An ability to analyse data and evidence leading to compelling insight on community needs.
- A track record of working collaboratively with partners and stakeholders to achieve joint success against shared objectives.
- The ability to plan and prioritise workloads and work accurately to deadlines.
- The ability to be flexible and adaptable in response to developing priorities.
- Excellent IT skills, database and fundraising administration systems.
- High degree of numeracy, sufficient for developing, budgeting and reporting fully-costed fundraising/business development proposals.
- Experience of managing and supervising staff.
- Experience of managing resources and budgets.



- Outstanding interpersonal skills for both workplace and external representation contexts, operating with enthusiasm, flexibility, energy and commitment.
- Demonstrable understanding of, commitment to, and promotion of equality of opportunities, diversity and inclusion.

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