



Job Description

Post	Programme Manager - Enterprise
Reports to	Head of Property & Estates
Salary	£46,800 per annum
Working pattern	35 hours per week. Hours may be worked over Monday - Saturday
Location	London, W10

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. The Trust has over 70 Member organisations that provide a valuable network into the local community.

In 2021 a CEO was appointed and a new plan was created for the organisation. This plan set a new vision, mission and values and the Trust now has a clear transformation programme to achieve social, environmental and economic wellbeing and justice. Our leadership team is testament to our values as we strive for excellence and deliver our ambition. We work with a whole range of stakeholders including around 70 Member Organisations. You can see the organisation plan at: www.westway.org/about-us/horizon-plan/

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 an Olympic-registered skate park. This role is critical to ensuring a vibrant, diverse and thriving estate.

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 so that it is a place the community is proud of and even more visitors can enjoy.

Job purpose

You will be a highly motivated and experienced Programme Manager able to take responsibility for the management and programming of the organisations spaces, including commercial properties and sites. You will ensure that the programmes and activities you are working on make a financial surplus that will then be reinvested into community led initiatives, in line with the organisations strategic plans.

You are expected to provide programme management and work proactively and collaboratively with the Property and Estates Team, Facilities Management Team and the Events and Communications Team.

You will need to be committed to facilitating growth, upskilling entrepreneurs and working with and including a diverse community.

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 Programme Manager - Enterprise will be expected to take ownership of the areas of accountability and develop the role in line with the needs of Westway Trust.

- Understanding and promoting the economic development and growth of the initiatives under your management.
- Lead on commissioning, management, delivery and development of agreed projects that signal our intent with regard to economic prosperity, for example, managing the Trusts programme in relation to Carnival.
- With the facilities team, ensure compliance with contracts, agreements, health and safety legislation in relation to your projects.
- Managing any partnership agreements and reporting against agreed outcomes and objectives.

- Maximising opportunities for new collaborations, including acting as an advocate.
- Curating new initiatives of all kinds in the Trusts spaces that will engage with the local community and others to further the overall strategic objectives of the Trust.
- Feed into fundraising ideas and investment ideas to maximise community benefit in support of economic prosperity.
- Maintaining good systems and records in relation to data collection, management and implementation of initiatives for which you are responsible.
- Provide management information as required for the Executive Team, Committees and the Board in relation to the projects for which you are responsible.
- Responsible for budget management and reporting.
- Participating in recruitment of junior staff.
- Any other duties as may reasonably be required.

Person specification

You will need to possess experience of running for profit and not for profit projects or businesses and have commercial awareness and be motivated by economic development. You will have the ability to deal with a range of partners and have strong people management and customer service skills and experience. Good knowledge of events, including health and safety and fire regulations, is desirable.

A strategic, commercial and customer focused person with the ability to provide a friendly and efficient service, with an aptitude for working in a complex and fast changing environment.

Qualifications: Degree Level or Equivalent

Knowledge and Experience:

- Demonstrable experience of delivering events, venues or equivalent initiatives, preferably with a commercial focus.
- Experience in the management and delivery of projects/programmes to time and budget.
- Experience of managing and reporting on substantial budgets.
- Clear evidence of sound judgement and of an ability to evaluate options and make appropriate recommendations.
- Have good time management, organisational, communication and administrative skills with the ability to work under pressure.
- Excellent IT skills (MS Office – Word, Excel, PowerPoint) with the ability to gather information and report meaningful outputs.
- Experience of mediating between people and prioritising competing demands and workloads.
- Strong team working and influencing skills with a keen eye for detail and presentation in all aspects of your work.
- Demonstrable understanding and commitment to equality and diversity.

Personal Skills:

- Excellent verbal and written communication skills, including excellent literacy and numeracy.
- Good negotiation skills.
- The ability to work flexibly in some cases, in line with project needs.
- Ability to work on own initiative with minimum supervision.
- Outcome and solutions focused.
- Ability to work independently and as part of a team in a multi cultural and diverse environment.

The ideal candidate will demonstrate the Trust's Values – Openness, Courage, Equity, Integrity and Sustainability