



Job Description

Post	Grants & Impacts Manager
Reports to	Head of Communications & Marketing
Hours per week	35 hours per week, Monday to Friday
Contract type	Full-time
Salary	£41,000 to £43,000 per annum, depending on experience
Location	Westway Trust, North Kensington W10

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway A40. 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.

In 2021, a new 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 to deliver our ambition, we work with a full range of stakeholders including around 80 Member Organisations. You can see the organisations 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, 4 car parks, 34 offices, 32 shops, and an Olympic-registered skate park.

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 tenants and community is proud of, and even more visitors can enjoy.

Job purpose

You will be responsible for delivering, monitoring and reporting on Westway Trust's portfolio of grants programmes; you will play a key role in the development, design and continuous improvement of grants programmes, to align with the strategic purpose of Westway Trust; you will ensure the impact of Westway Trust's grants programmes is reported and accessible to varying stakeholders, both internally and externally.

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.

- Build, grow and develop key relationships with funders, referrers and consultants locally to ensure Westway trust's grants portfolio is fit for purpose and reaching those in most need.
- Make recommendations to Westway Trust's Charitable Purposes Committee regarding the development and continuous improvement of Westway Trust's grants programmes, in alignment with the strategic direction of Westway Trust.
- Ensure the delivery of grant programs you are leading is fair, transparent and inclusive and the programme reaches a broad range of organisations/individuals.
- Ensure data is collected in a robust and timely manner for internal management purposes and that information is reliable and reconciled to the measures used by the funders. To develop management tools to provide accurate and timely information.
- Develop and maintain relationships with grant recipients, ensuring that funded activities and programmes are delivered in accordance with grant conditions.

- Provide all necessary support to grant applicants, to ensure all grants programmes are accessible with minimal barriers to entry for community groups and individuals, while ensuring all due diligence requirements are met.
- Facilitate grant review panel meetings and events.
- Work with Westway Trust's finance team to ensure grants programmes are delivered on time and within budget.
- Create and implement quality assurance procedures and processes.
- 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.
- 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.
- Visit 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.
- Support 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 which demonstrate the impact of WT's grants programmes, in relation to Westway Trust's strategic objectives.
- Make positive contributions towards high performance of your team to ensure best outcomes in line with the values of Westway Trust.

Person specification

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.

- Minimum three years' experience working in a grant-making environment.
- Previous experience shaping and influencing grant-making programmes.
- A deep understanding of the grant-making ecosystem in North Kensington, London and the UK.
- Demonstrable experience of managing projects, contracts or grants, including evaluation and learning.
- Proficient in the use of a Customer Relationship Management (CRM) system, particularly in relation to using data to demonstrate impact.
- Experience of gathering, understanding and presenting complex information in a clear, concise way.
- Proven ability to make a persuasive, inspirational and compelling case; both verbally and in writing.
- Demonstrable experience working with a wide range of stakeholders, with the empathy and understanding to cater for individuals with varying lived experiences.
- 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.

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