



Job Description

Post	Project Coordinator
Reports to	Senior Manager: Community Engagement & Grants
Hours per week	35 hours per week, with occasional evening and weekend work
Type of contract	Permanent
Location	1 Thorpe Close, London, W10 5XL
Salary	£28,722 per annum

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 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

The purpose of this post is coordinate projects that support the Trust's position within the North Kensington community, particularly in relation to capacity building. Your particular, but not exclusive focus (for 0.6 of your time) will be the Money Club project, ensuring that we are doing as much as we can to engage with those who would benefit from this programme.

You will also take on other reasonable administrative tasks to support the Community Engagement team at Westway Trust in the remaining 0.4 of your time.

Principal accountabilities

- To coordinate the delivery of projects, starting first with the Money Club project. Plus other small project initiatives including administrative tasks.
- To coordinate with partner organisations the delivery of activities, workshops and events for the Project(s) and to work with Trust staff to signpost local people to the Project(s).
- To support with collecting data, case studies and testimonials to measure the Project(s) impact and assess gaps in the project for development. This may also be the case for other community engagement projects.

- To coordinate volunteers and other forms of support that come through from partner organisations that may be required for the Project(s).
- To support with ongoing outreach and communications efforts regarding the Project(s) and any other organisational projects and campaigns.
- To coordinate responses for stakeholder queries.
- Assist with community events as required (occasional evening and weekend work will be required).
- Perform basic financial activities.
- Promote equality and diversity, health and safety, safeguarding, quality and experience for service users and colleagues.
- Any other duties as appropriate to the role.

Person specification

The Money Club is an exciting new initiative for the Westway Trust. Newly set up and in a test & learn phase, we envisage this project supporting local people to become financially confident. We need an individual to coordinate this new project, coordinate activities and collect data so that we can learn from our work and continue building and improving on it.

Essential Experience, Skills and Attributes

- Experience of coordinating projects.
- A track record of working collaboratively with partners and stakeholders.
- Experience of community engagement and an ability to work on your own initiative.
- Ability to oversee and manage project contributors including staff, partners and volunteers.
- Good written and verbal communication skills.
- The ability to be flexible and adaptable in response to developing priorities.
- Interpersonal skills for both workplace and external representation contexts, operating with enthusiasm, flexibility, energy and commitment.
- A good level of IT proficiency.
- Good organisation and time management skills.
- Demonstrable commitment to continuing professional development.
- Resilience, empathy, enthusiasm and determination to achieve results.
- Demonstrable understanding of commitment to, anti-racism and promotion of equality of opportunities, diversity and inclusion.
- Commitment to living out the Westway Trust values including placing the community at the centre of all we do.

Desirable Experience, Skills and Attributes

- Connection to or significant understanding of the local area and its social and cultural heritage would be highly desirable.
- Understanding the benefits of diversity.
- Understanding of GDPR.
- Community work experience.

Qualifications/ Experience required:

- Qualifications: A Level or equivalent and/or 4 years work experience.

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