

<b>Posts</b>	Sessional Administrator Sessional Receptionist Sessional Events Support
<b>Hours per week</b>	Sessional (work will be on an ad-hoc basis as and when the Trust requires additional support.)
<b>Salary</b>	£16.22 per hour including 12.7% holiday pay
<b>Location</b>	Westway Trust Estate, North Kensington W10 5XL

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 whole range of stakeholders including around 80 Member Organisations. You can see the organisations plan at: [www.westway.org/about-us/horizon-plan/](http://www.westway.org/about-us/horizon-plan/) We achieved well with our Horizon Plan and we have just created a new one which sets out our direction to 2028.

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, community stables development 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

Westway Trust is seeking enthusiastic and motivated individuals to join their dedicated and friendly team of sessional workers to provide ad-hoc support to various departments within the charity. By joining us you will be instrumental in the services and support we provide to our local community in North Kensington.

#### Principal Accountabilities

The list below outlines the type of duties and tasks related to each role. This list is not intended to cover every responsibility. The full task list will be provided ahead of the role commencing.

#### Administration:

- Handling general administrative tasks such as data entry, filing, photocopying, and document preparation.
- Assisting with office organisation and supply management.
- Diary management.
- Respond to enquiries (internal and external).

#### Receptionist:

- Provide a professional and friendly welcome for all visitors to the building.
- Manage meeting room bookings.

- Set-up and clear-down meeting rooms.
- Receive and respond to incoming calls.
- Open and close 1 Thorpe Close at the designated times each day.
- Sort and distribute post.
- Signpost safeguarding concerns in line with the safeguarding policy.

#### **Events Support:**

- Provide administrative support and excellent customer service.
- Preparing rooms/areas for meetings and events, including the moving of equipment such as tables and chairs.
- Provide support on event day.

For all roles, any other duties as may reasonably be required.

<b>Person Specification</b>
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You will need to have the right balance of knowledge and experience with excellent interpersonal and customer-facing skills and will be available to work at short-notice. You ideally will reside in North Kensington or nearby, and will be committed to working for a charity supporting and enhancing the lives of people in the local community.

#### **Knowledge and Experience:**

You will have experience in one or more of the following roles:

- Administration.
- Event support.
- Receptionist.

#### **Personal Skills and Attributes:**

- Reliable and flexible.
- Confident communicator.
- Excellent organisational skills with a high attention to detail.
- Can proactively support colleagues in delivering a successful event.
- Can take the initiative to get things done.
- Proactive attitude with good problem-solving skills.
- Customer focused, with the ability to provide a friendly and efficient service to customers, staff and community members.
- Good IT skills, including MS Office Word and Outlook.
- A willingness to learn, where needed.
- Ability to work independently and as part of a team in culturally diverse environment.
- Connection to or significant understanding of the local area and its social, cultural and political heritage would be highly desirable.
- Commitment to living out the Westway Trust values including placing the community at the centre of all we do.
- 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.