

<b>Post</b>	Community Centring and Impact Intern
<b>Hours per week</b>	35 hours per week, Monday to Friday. Occasional evening and weekend work will be required.
<b>Period</b>	Fixed Term (6-12 months), with potential for extension
<b>Salary</b>	£23,132.20 per annum.
<b>Location</b>	Westway Trust, 1 Thorpe Close 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 2025 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/horizonplan](http://www.westway.org/horizonplan)

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. This role is critical to ensuring management of 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 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

This internship is a key support role within the Community Engagement and Communications teams. The intern will assist in managing customer and stakeholder databases, collecting impact data from service users and grant recipients, and supporting the delivery of community-centred programmes.

The role is designed to provide training and hands-on experience to an individual wishing to pursue a career in community engagement, communications, and impact reporting.

#### Principal accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility of this role.

#### **Data and Impact Reporting**

- Maintain and update stakeholder and service user databases to ensure accurate and timely records.
- Support the collection of impact data from grant recipients, programme participants, and internally from colleagues.
- Assist in analysing feedback and impact reports to identify trends and areas for improvement.
- Help prepare summary reports and visual presentations of impact data for internal and external audiences.

#### **Stakeholder Engagement and Communications**

- Support the Grants and Impact Manager in engaging with grant applicants and recipients.
- Support the Communications Manager with the design and distribution of physical and digital communications.
- Help coordinate communications with Member Organisations and community stakeholders.
- Assist in organising and documenting feedback sessions, consultations, and community meetings.

#### **Community Programming Support**

- Provide administrative support for community-led events and programmes.
- Help track participation and engagement metrics across various community projects.
- Support the dissemination of key campaigns and updates.

#### **General Duties**

- Contribute to the development and implementation of systems for continuous improvement.
- Uphold the Trust's values in all interactions and communications.
- Carry out any other duties as reasonably required to support the team.

#### **Person specification**

The ideal candidate will be a motivated and detail-oriented individual with a passion for community development and social impact. They will be eager to learn, contribute to meaningful work, and grow professionally in a supportive team environment.

##### **Essential:**

- A passion for the wellbeing of your community.
- Strong organisational and administrative skills.
- Basic understanding of data collection and reporting.
- Good written and verbal communication skills.
- Experience in Microsoft Office (Excel, Word, Outlook).
- Ability to work collaboratively.
- Commitment to equity, inclusion, and community empowerment.

##### **Desirable:**

- Experience working or volunteering in a community or non-profit setting.
- Familiarity with CRM systems or data management tools.
- Interest in social justice, community organising, or impact evaluation.



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