JOB DESCRIPTION

Post	**Community Centred Project and Grants Administrator**
Reporting to	Development Partnerships Lead
Hours per week	35 hours per week, Monday to Friday. Occasional evening work will be required.
Period	Fixed-term for 3 years
Salary	£30,000 per annum - Westway Trust is a London Living Wage Employer
Location	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 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. We strive for excellence and to deliver our ambition we work with a whole range of stakeholders including around 80 Member Organisations. We achieved well with our first Horizon Plan and we have just created a new one which sets out our direction to 2028.
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, 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 role will support one main project: delivery of the NHS Wellbeing Grants and Capacity Building project and a smaller subsidiary project. The main project responds to the non-clinical mental health needs of the survivors, bereaved families and communities affected by the Grenfell tragedy of June 2017.

The project supports our commitment to having constructive and beneficial engagement between the Westway Trust and the community it serves.

The NHS Wellbeing (grants and capacity building) is led by more senior staff whose work involves working directly with community members. This is in line with the Trust's new strategic vision that puts Community Centring at the heart of everything we do.

You will be the focal point of the data collection, systems and administration of this project, ensuring regular communication and administration is maintained to support a collaborative approach. You will participate in design and delivery meetings and have plenty of opportunity to use your initiative.

Principal accountabilities

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

- Support two projects of different scales and size. Both projects are important to the Westway Trust.
  You will be expected to prioritise and use excellent time management to accommodate the peaks and troughs of the projects and manage the expectations of the project leaders.
- You will work with a team focused on the NHS Wellbeing Lead project and report to the Grants Manager who will shape, steer and participate in the Grants Management element of the project.
- Administer grant applications and maintain accurate records.
- Support with the preparation and set-up of new awards.
- Track and assemble documents, templates, letters, data reports for the smooth administration and referrals within the ecosystem of the project.
- Act as a central point of contact for internal teams, external partners, and applicants.
- Support communications and social media activity.
- The subsidiary project will be the secretarial function of the Safer Neighbourhood Board (SNB). You will work closely with the Chair of the SNB taking minutes, arranging meetings, distributing papers for the meetings, book meeting spaces and circulate actions and diary arrangements for the participants.
- You will be a key member of the project delivery teams and will be expected to demonstrate the Trusts Values and to work positively in accordance with the Trust's Equal Opportunities, Safeguarding, Health, and Safety Policies.
- Carry out any other duties as may be reasonably required.

Person specification

The successful candidate will be a very strong administrator who is an efficient enthusiastic individual with a commitment to high standards. You will need to have the right blend and balance of people skills with project conceptual abilities. You'll be comfortable in connecting with the wider community, able to listen and gather a range of source material and feed these back into the projects you are working on.

In addition, we are looking for someone who can demonstrate:

Essential Skills

- Experience of designing and delivering high quality, proactive project administration
- Experience of working within a busy office
- Experience of scheduling, taking minutes and chasing up actions.
- Proficient IT skills, ability to gather information and report meaningful outputs
- Excellent written and verbal communication skills with the ability to write short reports and create presentations and other communications.
- Experience of working in the health and wellbeing sector.
- Experience of research and delivering and presenting results.
- Experience of creating useful templates to support projects.
- Experience in prioritising competing demands and workloads.
- Experience of team-working and collaboration with an eye for detail
- Understanding of the needs of diverse communities and commitment to equality of opportunity and anti-racism.

Desirable Skills

- Experience and understanding of North Kensington.
- The ability to speak a language other than English relevant in the North Kensington geography, (such as Arabic).

The ideal candidate will be able to demonstrate they can connect with the Trust's Values— Openness, Courage, Sustainability, Equity and Integrity — in their work and behaviours.