Job Description

Post	NHS Wellbeing Grants Manager
Reports to	Development Partnerships Lead
Salary	£41,000 per annum
Hours per week	35 hours per week with occasional evening and Saturday work
Contract type	Fixed term for 3 years
Location	North Kensington, London 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 75 Member Organisations. You can see the organisations plan at: 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

You will be responsible for delivering, monitoring and reporting on the NHS Wellbeing Grants programme which is a partnership between the Westway Trust and the North Kensington Grenfell Recovery team within the NHS. You will play a key role in the development, design, delivery and continuous improvement of the grants programme. Working with others you will ensure the impact of these grants is captured and communicated to residents, our NHS partners and to other partners. This includes those who may be interested in the programme and building on the sustainability and development of the programme into the future. You will also ensure the programme's alignment with the strategic purpose of Westway Trust. You will ensure the programme 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:

- Ensure the delivery of the grant programme in a fair, transparent and inclusive way, making sure it reaches its target groups as well as a broad range of organisations/individuals in the Grenfell affected community.
- Ensure the grants programme is clear and meets the agreed criteria, tracking the resulting impacts through the organisations.
- 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 and ensure all grants programmes are accessible with minimal barriers for community organisations, while ensuring all due diligence requirements are met.
- Develop management tools to provide accurate and timely information.
- 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.
- Report to Westway Trust's Charitable Purposes Committee regarding the progress and continuous improvement of the NHS Wellbeing Grants Support Programme, in alignment with the strategic goals of the Westway Trust.
- Create and maintain Quality Assurance processes.
- 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.
- Ensure data on the grant management system is in accordance with the Trust's processes.
- Ensure accurate processing of applications to issue grant agreements and payments to funded groups.
- Ensure the Trust is represented at relevant events in the Borough in relation to the programme.
- Facilitate grant review panel meetings and events.
- Visit applicants on a 'sample basis'.
- 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 analysis of grant information to provide management information as required.
- Ensure 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 and the NHS objectives allocated to this programme.
- Work with Westway Trust's finance team to ensure grants programmes are delivered on time and within budget.

- 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.

Essential
- Minimum three years' experience in grant-making.
- Demonstrable experience of managing grants, contacts, including evaluation and learning.
- Previous experience shaping and influencing grant-making programmes.
- Understanding of grant making procedure and ability to evaluate options and make recommendations on issues within the programme.
- A deep understanding, or the ability to quickly understand the grant-making ecosystem in North Kensington and in London.
- Experience of gathering, understanding and presenting complex information in a clear, concise way.
- Experience of monitoring and tracking in integrated systems.
- Proven ability to make a persuasive, inspirational and compelling case; both verbally and in writing.
- Demonstratable 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.
- Proficient in the use of a Customer Relationship Management (CRM) system, particularly in relation to using data to demonstrate impact.
- 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 with a positive and constructive attitude and calm manner.
- Ability to show diplomacy and tack in dealing with applicants, particularly when providing feedback.
- 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.
- Ability to occasionally work outside set hours (evenings or weekends)

Desirable
- Connections and understanding of the local area.

The ideal candidate will demonstrate the Trust's Values— Courage, Equity, Integrity, Openness and Sustainability.