



Post	Grounds Person
Reports to	Technical Services Manager
Hours per week	40 hours per week, Monday to Friday
Contract Type	Permanent
Salary	£28,433 per annum
Location	Westway Trust Estate

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

As a Grounds Person you will assist the Grounds and Gardens team in the quality maintenance and development of all grounds and hard and soft landscaping belonging to the Trust, ensuring Westway Trust land remains clean, tidy, safe and attractive at all times.

Principal Accountabilities

The list below outlines the principal duties and tasks related to this role. This list is not intended to cover every responsibility as by the nature of this role, you will be expected to take ownership of the areas of accountability below and to develop the role in line with the needs of Westway Trust.

- Provide support to the Ground and Gardens Team to maintain and improve soft and hard landscaping on Trust land as directed by the Grounds and Gardens Manager.
- Maintain the Trust's grounds to a high standard to include the removal of graffiti, fly posting and any other unauthorised applications to comply with the Trust's zero policy of anti-social behaviour towards the Trust's properties.
- Support the Ground and Gardens Team to undertake planned and unplanned maintenance work on the Trust's grounds as directed by the Grounds and Gardens Manager.
- Work with the Grounds & Gardens team to ensure the Trust's land remains clean and tidy at all times (fly-tipping/bins/parking).
- Support the Caretaker to provide access for contractor and utility providers and supervision of onsite contractors as required.
- Report any damage across the Trust's estate to the Facilities Management team or the Grounds and Gardens Manager.

- Assist the Facilities Management team as and when required, as agreed with the Grounds and Gardens Manager.
- Responsible for the proper use, maintenance and safe storage of all plant machinery, tools and equipment.
- Keep hand tools and small garden machinery in good clean condition. Where required, inform members of the public using the Trust's land of rules governing its use and move on users who choose not to observe them.
- Assist with maintaining the log of incidents/occurrences that happen on the Trust's land.
- To act in a professional, efficiently and courteous manner at all times when communicating with colleagues, stakeholders and the general public.
- Ensure all relevant Health and Safety standards are adhered to.
- Work positively in accordance with the Trust's policies including the Equal Opportunities Policy.
- To be familiar with and observe the Trust's Lone Worker policy (if working alone).
- Carry out any other duties as may be responsibly required.

Person Specification

You will enjoy working outside and within a community setting and will possess excellent interpersonal and customer-facing skills. You will be committed to working for a charity supporting and enhancing the lives of people in the local community.

Knowledge and Experience:

- Basic knowledge of ground maintenance duties.
- Experience of working in public open spaces.
- Practical ability to use and maintain tools.
- Good knowledge of the local area is desirable.

Personal Skills:

- Good communication and interpersonal skills.
- Reliable and flexible.
- A keen eye for detail and presentation in all aspects of work.
- Able to work flexibly, according to seasons and weather.
- Ability to work as part of a team in a culturally diverse environment, and work independently as and when required.
- A commitment to listen, learn and demonstrate new skills.
- Demonstrate a genuine commitment to service excellence and improvement.
- Demonstrable understanding and commitment to equal opportunities and diversity.

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