



Job Description

Post	Programme Lead: Enterprise
Reports to	Programme Manager: Enterprise
Responsible for	Sessional Venue Squad Members / Contract Staff
Hours per week	35 hours per week, including some evenings and weekends
Type of contract	2 years fixed term
Location	1 Thorpe Close, London, W10 5XL
Salary	£34,000 per annum

The Westway Trust is a unique charity that stewards the resources of 23 acres of space under the Westway. 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. The Trust has over 90 Member organisations that provide a valuable network into the local community.

In 2021 a CEO was appointed and 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 deliver our ambition. We work with a whole range of stakeholders and you can see the organisation 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, 34 offices, 32 shops, community stables and an Olympic-registered skate park. This role is critical to ensuring 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 so that it is a place the community is proud of and even more visitors can enjoy.

Job purpose

The purpose of this post is two-fold:

To bring a unit on the Trust's land back into operation as a functioning venue with the goal of making as much space available at cost to the communities of North Kensington. To operate a model where a degree of commercial activity works to bring the cost of hire within the reach of our communities. To then share what you have learned over a period into the community. The intention is that within a 2 year period the venue may be able to be community operated with a viable model.

To learn from the Trust's current operation during Nottinghill Carnival to install a similar model of professional management, working with community operators on the estate during Nottinghill Carnival. To work with the communications team to ensure we are communicating the many opportunities we do and will offer for the community to engage with us.

You will contribute as requested to fundraising bids to expand our community programmes and capacity building and you will contribute to ideas for further development across the Trust's 23 acres of land.

You will also be responsible for the management of the Sessional Venue Squad and contract staff.

Principal accountabilities

You are working on making financial surplus with commercial opportunities that will allow the community to benefit and use the space at cost. You are expected to exhibit strong venue management skills and work proactively and collaboratively with the Property and Estates Team, Facilities Management Team and the Events and Communications Team.

You will be committed to empowering the local community and offering your expertise to help organise and deliver impactful events. You will report to the Programme Manager Enterprise.

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, the Programme Lead: Enterprise will be expected to take ownership of the areas of accountability and develop the role in line with the needs of Westway Trust.

- Overseeing the operations of the venue(s), ensuring effective running of the space for community and commercial use.
- Educating community bookings on profit-making opportunities for events held at the venues.
- Managing and coordinating internal and external stakeholders, including a team of sessional and contract staff specifically trained to help run the venue.
- With the facilities team, ensure compliance with contracts, agreements, health and safety legislation in relation to your events and the venue.
- Maintaining good systems and records in relation to data collection, management and implementation of initiatives for which you are responsible and via templates for feedback on community bookings.
- Managing any partnership agreements and reporting against agreed outcomes and objectives.
- Provide management information as required for the Executive Team in relation to the projects for which you are responsible for.
- Responsibility for budget management and reporting.
- Participating in recruitment of junior staff.
- Any other duties as may reasonably be required.

Person specification

You will be a highly motivated Programme Lead: Enterprise with experience to lead, motivate and organise a team of sessional and contract staff to effectively run a dual-use space for community and commercial use. You will take responsibility for the management and programming of the venue, including looking for opportunities to enhance the potential of the venue through creative methods.

Qualifications: Degree Level or Equivalent

Essential Experience, Skills and Attributes

- Minimum of 1 years' experience of managing a venue.
- Good commercial awareness.
- Demonstrable experience of delivering events within venues.
- Experience of managing and reporting on substantial budgets.
- Clear evidence of sound judgement and of an ability to evaluate options and make appropriate recommendations.
- Have good time management, organisational skills and administrative skills.
- Excellent negotiation skills.
- Experience of mediating between people and prioritising competing demands and workloads.
- The ability to deal with a range of partners and have strong people management and customer service skills and experience.
- The ability to provide a friendly and efficient service, with an aptitude for working in a complex and fast changing environment.
- A keen eye for detail and presentation in all aspects of your work.
- The ability to work under pressure.

- Ability to work on own initiative with minimum supervision.
- Strong team working and influencing skills.
- The ability to work flexibly in some cases, in line with project needs.
- The ability to work with diverse communities and in a diverse environment.
- Demonstrable understanding and commitment to equality and diversity.
- Excellent verbal and written communication skills, including excellent literacy and numeracy.
- Excellent IT skills (MS Office – Word, Excel, PowerPoint) with the ability to gather information and report meaningful outputs.

Desirable Experience, Skills and Attributes

- A good understanding of the local area.

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