



Job Title	Senior Estate Development Manager
Reports to	Head of Property (and for key projects the CEO)
Hours per week	35 hours per week Monday to Friday
Location	Westway Trust, 1 Thorpe Close, London W10 5XL
Salary	£53,747 - £56,000 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.

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 whole range of stakeholders including around 70 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, 130+ 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.

Our Vision is: Happier, healthier and more prosperous communities in North Kensington.

Our Mission is: To dedicate the Trust's resources to the social, economic, personal and environmental wellbeing of the communities of North Kensington.

Job purpose

This role is key to our compliance with legislation around planning and construction and the future development of the Estate. It will work closely with the Head of Property and the CEO on maximising the value of the Estate and will be focused on the strategic planning of Estate Development as well as proactively supporting the CEO to drive innovation in the space and lever investment into the Estate.

This role will also take responsibility for capital projects either directly (in the case of larger refurbishments) or the tendering and management of contract managers, development teams, architects, engineers and contractors in the case of building projects.

This role will also lead on work packages and key audits of the Estate that will prepare us for future investment in particular areas such as Environmental Improvements, Accessibility or Security.

This is an exciting time for the Trust where there is an opportunity to really develop the assets of the Trust for ongoing benefit to the Trust and its communities in line with the organisations mission.

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.

- Maintain and / or develop an Estate Plan for the organisation
- Oversee larger refurbishments and capital projects on the Estate in all aspects including:

- Tendering and selection for architects, contractors, suppliers, engineers and other professional advisors as required
- Acting as the organisations lead for legal compliance purposes
- Where agreed act as the Principal Designer (the client) on behalf of the Trust in line with legislative requirements.
- Manage project managers brought in to manage particular capital projects
- Oversee developments through pre-planning and planning – liaising with relevant statutory, industry and other bodies
- Ensure appropriate community consultation, working with our Community Engagement staff.
- Lead, manage, develop and oversee the Grounds and Gardens team.
- With the CEO, Head of Property further develop and implement the Trust’s Asset Management Strategy.
- Keep up to date with current legislation and regulations that affect the Estate and ensure compliance with charitable property law. Advise the CEO and the Trustees accordingly.
- Engage in forward planning with other senior staff to ensure the Estate can fulfil its potential for commercial and charity use
- Deal with senior stakeholders, particularly the Royal Borough of Kensington & Chelsea, on property/planning related matters.
- Ensure the creation and control of budgets on property refurbishment and capital builds.
- Provide information and support to fundraising efforts on capital projects
- Prepare Committee reports and attend meetings, as required.
- Submit rating appeals, as appropriate
- Ensure the Trust’s record keeping associated with the activities of this role is up to date and coherent
- Carry out other duties as may be reasonably required by the Head of Property and the CEO related to this aspect of the Trusts work.

Leadership responsibilities

- You will be an active member of the Trust’s Team, contributing in particular to the development and delivery of the property aspects of the Trust’s strategy, business plans and land-use priorities.
- You will attend the Board’s sub-committee and other meetings supporting effective Governance and management as required.

Person Specification

Essential

- You will be a highly capable management professional who is used to working in a multi-faceted organisation, dealing with multiple stakeholders and committed to enhancing the lives of people in the local community.
- You will have a tertiary level qualification in construction, architecture, design or another relevant field.
- You will have at least 7-10 years’ experience of experience in property development, project management or related field. Including taking projects through RIBA stages 0-7.
- Experience of appointing and managing teams through the planning process. Initially gaining planning consent and through to managing contractors to deliver Practical Completion.
- Experience of working on refurbishments and new builds
- Experience of working with a legal team and marketing team and finance team.
- Experience of Risk Management across construction and development.

- You will ideally have property and/or asset management experience of commercial properties.
- Experience in procuring and managing professional services.
- Experience of significant budget formulation and management.
- Experience of strong project management, managing third party contractors (at a management level) and creating high performing teams.
- Experience of managing a number of projects simultaneously
- Excellent written and oral communication skills, report writing and attention to detail.
- Good interpersonal skills for both workplace and external representation, operating with enthusiasm, flexibility, energy and commitment.
- Demonstrable understanding and commitment to, and promotion of, equality opportunities and diversity.
- Experience of MS Office packages and other industry relevant software management tools.

Ideally you will bring:

- A strong understanding of building regulations and best practice, and industry standards.
- An understanding of the local area.

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