

Post	Leasing Officer (Commercial)
Reports to	Head of Property & Estates
Hours per week	35 hours per week, Monday to Friday
Period	Full Time
Salary	£34,840 per annum
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 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 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

Reporting to the Head of Property you will support the delivery of a thriving business environment through the professional management of our property portfolio, drafting leases, licences, contracts and associated documentation to completion, in place and up to date.

You will work with a wide range of people internally and externally, providing landlord and tenant advice and support whilst providing an efficient and effective service delivery to users of our estate.

This role is central to our commitment to having our spaces used for a wide range of entrepreneurial community purposes, activities and events that deliver benefit to the North Kensington community.

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 the Leasing Officer will be expected to take ownership of the areas of accountability below and to develop them in line with the needs of the Trust.

- Be the primary contact in the Property team for property lease administration matters, enquiries and associated advice and documentation in respect of the Westway Trust estate.
- To prepare, amend and issue all legal documentation to include leases, licences and other agreements, as well as completion statements, ensuring that the documents are signed by all parties and completed in a timely manner.
- To draft Rent Concession Agreements for review by senior staff.
- To prepare reports on the status of leases and lease renewals as required.

- To assist in the preparation of documentation for community and other events.
- Inputting appropriately into the processing of applications for licensed events.
- To manage leases, licences and agreements and review, interpret, amend and abstract critical information from legal documentation whilst ensuring accurate data is recorded and updated in the property management systems.
- To manage and regularly update the schedule of tenancies, and associated property systems, as necessary.
- To activate lease/licences renewals, rent reviews and terminations in a pro-active timely manner.
- To liaise with the Property team and other Westway teams (as required) in the letting, granting of agreements and termination of tenancies.
- To keep abreast of non-domestic Business Rate demands and changes.
- To assist in the preparation of marketing materials for property matters.
- To undertake Company House and Charity Commission checks and updates, as necessary.
- To review agreements to ensure compliance with Health & Safety and other statutory requirements.
- Work positively in accordance with the Trust's Equal Opportunities, Safeguarding and Health and Safety Policies
- Carry out any other duties as may be reasonably required.

Person specification

The successful candidate will be an energetic and enthusiastic individual with a commitment to the values of the Trust and have a professional approach to performance. You will have technical and practical skills, legislative and commercial awareness and strong organisational skills with the ability to manage tasks successfully. You will need to have the right blend and balance of people skills with excellent communication and problem solving abilities.

You will be comfortable in connecting with the wider community, building relationships and have an aptitude for working in a challenging and fast changing environment, with minimum supervision.

Qualifications:

- Relevant work experience in dealing with Commercial Landlord & Tenant matters. Professional membership (RICS/LLB) or equivalent is desirable.
- Abreast with current legislation and possess a minimum of 2 years legal background/experience and/or landlord and tenant management, working in a commercial conveyancing/ lettings environment. Paralegal experience is a plus.
- HNC/HND/Degree in Estate Management and/or Commercial property law.

Knowledge and Experience:

- A keen interest in law and demonstrable experience of undertaking commercial property transactions with extensive document drafting experience and strong attention to detail.
- Working knowledge of health and safety and risk management.
- Proficient at managing databases and programmes and creating and managing spreadsheets with a high level of presentation skills.
- Experience in dealing with commercial property transactions and tenancies and the impact of estate improvements and regeneration, whilst building good people management relationships to achieve results.
- Experience of working in a third sector environment and an aptitude for prioritising competing demands and workloads and handling a fast paced, deadline driven environment.

Personal Skills:

- Excellent written and verbal communication skills with the ability to liaise with a wide range of stakeholders, whilst having good customer service skills.
- Strong IT skills, including proficient use of MS Office.

- Strong organisation and time management skills, with multi-tasking abilities, while delivering consistent, good quality and accurate work.
- Ability to work on own initiative and as part of a team.
- A proactive and flexible self-starter with an exceptional aptitude for dealing with ambiguity.
- Demonstrative understanding of the needs of diverse communities and commitment to equality of opportunity.
- An ability to evaluate options to make appropriate recommendations.
- Ability to build strong internal and external relationships.

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