

**Job Description**

**Job Title Strategic Pathways Assistant** **(Scotland, NI, North of England)**

**Reports to Strategic Pathways Manager**

**Based at Gateshead WWTW Hub**

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| **Job Purpose** | To provide programme assistance to the Strategic Pathways (SP) Manager to ensure the successful delivery of the SP project. |

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| **Primary Responsibilities** | * To provide information, advice and guidance to bidders and grantees of the Positive Pathways funds. * To maintain a database of application queries * To promote collaboration within the Positive Pathways application process * To provide administrative support to the Strategic Pathways Manager * To track support provided by WWTW in order to report back to funders * To facilitate partners networking meeting (likely two per year) * To develop online resources for applications, such as online FAQs and other materials * To provide a project support function. |
| **Key Skills, Qualifications and Experience** | **Essential**   * Proven experience in project management * Competency in Microsoft applications including Word, Excel, and Outlook * Excellent verbal and written communications skills * Ability to initiate and manage influential external relationships * Attention to detail * A willingness to develop relevant knowledge and skills to support the proficiency of data entry onto the Salesforce system. * Enter information/data from paper records onto Salesforce in a timely and efficient manor to ensure the information on the system is accurate and relevant. * Maintain and develop the existing Salesforce database, ensuring new and existing records are complete to allow Managers to generate accurate data reports. * Review and update contact records to ensure the information we hold remains accurate and up to date in compliance with GDPR legislation. * Superior organisational skills * Experience strategic planning * Works well to deadlines and under pressure * Car user and access to a vehicle   **Desirable**   * Empathy with vulnerable Armed Forces veterans and an understanding of the challenges they face in overcoming barriers to successful transition. * Experience in the third sector. |