

**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.
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| **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.
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