



Iriss Associate (Project Development)

- SALARY:** £200/day
- HOURS:** 3-5 days per week (negotiable)
- LOCATION:** Home based

About Iriss

Iriss works with people, workers and organisations in social work and social support to help them use knowledge and innovation to make positive change happen. We are a small team of 13 staff working across research, evaluation, innovation, service design, digital, web and knowledge sharing and development. Iriss is a charity that works across Scotland and our principal funder is the Scottish Government.

You can read more about what we do in our [Strategy and Workplan](#).

About the role

The Associate (Project Development) role is designed to provide short term support to Iriss to assist us in delivering key projects within our work plan. The general areas of work are:

- Designing, facilitating and writing up meetings and workshops.
- Communicating complex information in a clear and engaging way.
- Producing content for use in online courses, resources and websites.
- Delivering and developing projects in a diverse range of areas (see below)
- Managing projects and external partners.

This year we are looking for an Associate to deliver and develop the following key projects:

- Working with the Iriss Design Lead to develop a national resource for adult support and protection practitioners to help them improve the way that case conferences work for adults and children.
- Working with an existing product to develop a learning resource designed to help workers improve the way they involve people who use care and support in decision making and dealing with risk.
- Working with the Iriss Digital Lead to support the delivery of our Digital/Technology Enabled Care work.

- Supporting the Iriss CEO and Head of Delivery with other project work as these emerge throughout the contract.

Who we are looking for

We are looking for the following

Qualities

- Happy to work in a team: We are a small, busy team that works hard to make best use of everyone's skills. You should be flexible in your approach, willing to work where required to get the job done.
- Able to learn and develop- you should be a confident problem solver and able to learn new skills, software and approaches independently with minimum supervision.
- Diplomatic and partner focussed: we work with a range of external partners and need to balance competing demands and priorities. We want everyone who comes in contact with Iriss to have a good experience.

You will have skills and experience in:

- Communicating clearly, verbally and in writing.
- Producing digital content (please note we don't expect you to have web, visual design or programming skills-simply the ability to develop the content.)
- Communicating complex information in a clear and engaging way.
- Facilitating groups online and in person.
- Using the Standard MS Office suite (or equivalent) and video conferencing software (MS Teams/Zoom etc.) in a work or study environment.
- Developing and managing projects and ensuring work is delivered to a high standard, on time and within budget.
- Working with partners from other organisations.

You will have knowledge and/ or experience of

- The social work and social care sector.
- Managing projects and working in partnership.