



How to apply: Iriss Associate

Please send us an **up to date copy of your CV** and a **covering letter**. The letter should include the following information about your skills, experience and personal qualities set out against the following areas.

Qualities

- Ability to organise your own work.
- Ability to work in a team.
- Ability to learn and develop.

Skills

- Clear communication (spoken and in writing.)
- Group facilitation (both online and in person.)
- Confident use of standard MS Office suite (or equivalent.)
- Confident use of video conferencing platforms (e.g. MS Teams, Zoom.)
- Developing and managing projects.
- Working with partners from other organisations and teams.

Knowledge and experience

- Social work and social care.
- Project management.

Please use examples from your work or study experience to support what you write. These should tell us what you did and the difference this made to the situation.

Deadline dates

Please email your CV and cover letter to ian.boa@iriss.org.uk by 12 noon on Friday the 17th of September 2021.

A short (45 minute) interview will be held on the 22nd of September 2021.

We look forward to hearing from you!

Dee Fraser (CEO) & Stuart Muirhead (Head of Delivery)

About your data

Please note that by submitting this information to us you are consenting to Iriss retaining your personal details on file for 6 months. After this time if you are not selected as an Associate your details will be securely destroyed. Your details will only be used for the purposes for the Associate selection process. All details will be stored securely and in accordance with the General Data Protection Regulations. Please see our Privacy Policy for more details: www.iriss.org.uk/privacy-policy.