Slí nua



# Join the Slí Nua specialist network

Four open calls for experienced freelancers in career services and organisational development

## i About Slí Nua

Slí Nua combines **experienced trainers, practical learning and personal guidance** to help individuals and organisations develop the skills they need, with support tailored to their goals, from first conversation to real-world application. Based in Ireland, we serve clients across Ireland, Europe, the GCC region and Africa.

## ii Open calls

| ROLE | PILLAR | DELIVERY |
|---|---|---|
| **CV & Application Writing Specialist** | Careers | Remote · assignment-based |
| **Career Development & Interview Coach** | Careers | Remote · session-based |
| **Portfolio & LinkedIn Profile Specialist** | Careers | Remote · assignment-based |
| **Organisational Development Coaches & Facilitators** | Creative | Online · hybrid · in person |

**HOW TO APPLY** In each call, choose **one service or several**; there is no need to apply for all. Send **one email per call** with **one offer** covering all the services you choose in that call.

## iii Is this you?

Beyond skills, we look for people who share how we work:

- ✓ Do you **love working with people** and enjoy helping them move forward?
- ✓ Do you **value respect, trust and confidentiality**?
- ✓ Do you take **pride in quality** and attention to detail?
- ✓ Are you **comfortable working remotely** with digital tools?
- ✓ Do you **listen first**, then guide with empathy and honesty?
- ✓ Are you **curious and open** to different cultures, backgrounds and languages?
- ✓ Are you **reliable**: you meet deadlines and keep the team informed?
- ✓ Do you **keep learning** and welcome feedback?

## iv Terms common to all calls

- **Status.** Engagements are freelance (independent contractor). This call is not an offer of employment, and joining the network does not guarantee a minimum volume of work.
- **Fees per deliverable, not per hour.** For each service, quote a fixed price in EUR for the finished deliverable and the time you need to deliver it. State your VAT status and what the price includes. Fees are agreed in writing before work starts.
- **Tax & insurance.** Contractors are responsible for their own tax, social insurance and, where relevant, professional indemnity insurance.
- **Confidentiality & data protection.** You will handle clients' personal data. Selected specialists sign a confidentiality and data-processing agreement and work in line with the GDPR and Slí Nua's quality standards.
- **Allocation.** Work is offered according to client demand, expertise, availability and language capability.

## v How we select

**Relevance** of your experience to the services you choose · **Quality** of samples, references and, if shortlisted, an interview or short practical exercise · **Fit**: personal approach, languages, availability and value for money.

You may apply to more than one call: send **one email per call**, using the subject line shown on that call's page. Applications are reviewed on a rolling basis; Slí Nua may update or close any call as its needs evolve.

*Slí Nua welcomes applications from professionals of all backgrounds and is committed to inclusive, human-centred development.*

# CV & Application Writing Specialist

Help clients present their experience with clarity, accuracy and impact

| PILLAR | LOCATION | CONTRACT | DURATION | DEADLINE |
|---|---|---|---|---|
| Careers | Remote, international | Freelance, per assignment | Ongoing, demand-led | Rolling, reviewed as received |

## 1 Purpose

We are looking for experienced freelance writers to prepare, improve and tailor CVs, cover letters and job applications: personalised documents that accurately reflect each client's experience, competencies and goals.

## 2 Scope of services

**ONE CALL · ONE EMAIL · ONE OFFER** Choose **one or several** services; no need to apply for all. Send **one application** with **one financial offer** covering them all.

| SERVICE | WHAT IT INVOLVES |
|---|---|
| **CV writing + cover letter** | A new professional CV tailored to the client's background and target roles, with a matching cover letter. |
| **CV update + cover letter** | Review, restructure and update an existing CV, with a tailored cover letter. |
| **Application form writing** | Clear, structured, personalised answers aligned with the criteria of a specific vacancy. |
| **Application form review** | Improve existing answers for relevance, clarity, accuracy and completeness. |

**Deliverables:** accurate, personalised, editable documents, ready for the client to use. Every CV assignment includes a cover letter. Reasonable client revisions are included within the agreed scope.

## 3 Your profile

- Proven experience in CV writing, applications, recruitment or career guidance.
- Excellent writing, editing and proofreading.
- Able to tailor documents to different sectors, levels and recruitment contexts (incl. competency-based forms).
- Rigorous attention to detail, accuracy and confidentiality.
- Professional proficiency in each language you offer.

*An advantage: qualifications in career guidance, HR or recruitment.*

## 4 How you will work

- Access to the **Slí Nua Careers platform** to manage your assigned clients, with a platform user guide and quality guidelines.
- Daily contact with the **Careers Coordinator** while assignments are active.
- Keep client notes, progress, pending information, next steps and status up to date on the platform.
- Record actual working hours for each client.
- Quality-check every document against Slí Nua's checklist before submission, and deliver within agreed timelines.

## 5 What to send

1. **Updated CV** highlighting relevant experience.
2. **Two anonymised samples:** a CV and a cover letter or application answer you wrote.
3. **One financial offer** covering all services chosen: a fixed price in EUR per deliverable (e.g. CV + cover letter) and the turnaround time you need (VAT status stated).
4. **Two professional references** from relevant assignments.
5. **Services chosen, availability & languages:** country of residence and the languages for each service.

APPLY BY EMAIL

**getthatjob@slinua.org**

SUBJECT `[SNCareers] EOI - CV Writing Specialist`

Apply for one or several services. Shortlisted candidates may be invited to an interview or a short practical writing exercise. See page 1 for common terms.