

**Sign Language Interpreting Service**  
**IRIS Administrator**  
**(Part-time, fixed term to 31<sup>st</sup> December 2023,**  
**With potential to extend subject to funding)**

**Job Description**

**BACKGROUND**

The Sign Language Interpreting Service (SLIS) is an independent body, funded and supported by the Citizens Information Board (CIB), to develop, promote and deliver quality sign language interpreting services to the Deaf community in Ireland, including face to face and remote services. SLIS is working to enhance Irish Remote Interpreter Services (IRIS) following the National Disability Inclusion Strategy 2017-2022 and the Irish Sign Language Act 2017.

**NATURE AND SCOPE**

The IRIS Administrator provides administrative support to the IRIS service including bookings, invoicing, customer service and reporting. This post will normally be based in the SLIS offices in Deaf Village Ireland, Cabra, Dublin 7.

**MAIN RESPONSIBILITIES**

**Administration**

1. Deal with all relevant telephone, letter and personal enquiries.
2. Respond in a timely and accurate manner to booking enquiries.
3. Maintain an efficient records management system.
4. Support the day to day operation of the Irish Remote Interpreting Service (IRIS) by ensuring databases are maintained, bookings responded to and interpreters rostered.
5. Administer day-to-day financial operations for IRIS including issuing, processing and following up on invoices.
6. Report to the Manager generally and to the Finance Officer on financial matters.
7. As instructed by the manager, maintain up to date information for IRIS, including the IRIS handbook, data protection information, guidelines on using interpreters.
8. Support the promotion of IRIS and disseminate appropriate promotional materials to raise awareness about IRIS and other SLIS services.
9. Assist in the preparation of financial and management reports
10. Liaise with external technical support as required in relation to IRIS operations, the SLIS website and the Booking System.
11. Production of documents and materials.

**General**

12. Participate in Performance Management Development System (PMDS)
13. Attend agreed training and development courses to maintain and improve performance including Irish Sign Language, if required.
14. Undertake such other duties as may be agreed from time to time with the Manager, SLIS.

## TERMS OF EMPLOYMENT

### Reports to

SLIS Manager.

### Location

Your place of work will be SLIS, Deaf Village Ireland, Cabra, Dublin 7.

### Hours

17.5 hours per week. Flexible working hours may be required on occasion. Time off in lieu may be accumulated with prior agreement with the Manager.

### Salary

Salary scale: €23,121- €38,724 pro-rata.

### Incremental Credit:

It is expected, that all new entrants to SLIS will be appointed at point one of the salary scale. However, SLIS operates an incremental credit process for appointments higher than point one. This process is applicable to new entrants into SLIS. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form only. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

### Annual Leave

This post equates to 23 days per year pro-rata for part time staff, exclusive of public holidays.

### Superannuation

A superannuation scheme is in place. Eligibility criteria apply.

### Duration

Fixed term contract to 31<sup>st</sup> December 2023, with potential to extend subject to funding.

These arrangements may be subject to change or review at the request of either you, the SLIS Manager or the Board of Management.

## PERSON SPECIFICATION

### Required

- Experience working in an administration role
- Excellent organisational and record keeping skills, with strong attention to detail.
- Good IT abilities, including Microsoft Outlook, Word, Excel, Zoom
- Self-starter with ability to work on own initiative and manage own workload effectively.
- Competency in Irish Sign Language
- Experience working in financial administration

**Desirable**

- Knowledge or experience working with the Deaf community
- Fluency in Irish Sign Language
- Skills or experience working with IT programmes
- Promotional experience