



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 the availability and quality of sign language interpreting in Ireland in response to the National Disability Inclusion Strategy 2017-2022 and the Irish Sign Language Act 2017.

SLIS Administrator Booking Officer
(Full-time - Monday to Friday 9am to 5pm
Maternity Leave cover Fixed-term contract, 6 months
with potential to extend)

The SLIS Administrator provides administrative support to SLIS services including the referral service, GP access scheme, social fund, emergency services, access support service and IRIS (Irish Remote Interpreting Service), as well as general organisational administration.

Salary

The SLIS salary scale for this role is: €27,020 - €44,330, pro-rata for part time work. It is anticipated that new entrants to SLIS will be appointed on the 1st point of the scale. Incremental credit, should it be awarded, will be based on previous relevant experience as set out on the application form and covering letter.

Application Process

Please send completed application form with cover letter to: recruitment@slis.ie.

Closing date for receipt of applications is strictly 4pm on Thursday 10th March 2022 (Please note that all applications must be on the SLIS application form. CVs will be disregarded. Late or incomplete applications will not be accepted)

The intention is to call shortlisted applicants to interview on Wednesday March 16th

For details on how your personal data will be used as part of this process our Data Protection Notice for job applicants is available at:

http://www.citizensinformationboard.ie/en/data_protection/slisis.html

The Sign Language Interpreting Service is an equal opportunities employer
Funded and supported by the Citizens Information Board.

For further information contact: John Stewart, Manager, Sign Language Interpreting Service, Deaf Village Ireland, Ratoath Road, Cabra, Dublin 7.