

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.

**IRIS Administrator**

**(Part-time, fixed-term contract, 12 months)**

**The Sign Language Interpreting Service (SLIS) is seeking to recruit an Administrator on a part-time basis (17.5 hours per week), fixed-term contract for 12 months**

The IRIS Administrator provides administrative support to the IRIS (Irish Remote Interpreting Service) project including bookings, invoicing, customer service and reporting.

**Salary**

The salary scale for this role is €23,121- €38,724. This salary is full time equivalent and is 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:

John Stewart, Manager, Sign Language Interpreting Service, Deaf Village Ireland, Ratoath Road, Cabra, Dublin 7.

**Closing date for receipt of applications is strictly 4pm on 26th July 2018**

**(CVs and late, incomplete applications will not be accepted)**

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/slis.html>

The Sign Language Interpreting Service is an equal opportunities employer

Funded and supported by the Citizens Information Board.