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**IRIS Administrator (Part-time)**

**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**.** Under the terms of the National Disability Inclusion Strategy (NDIS), SLIS will extend Irish Remote Interpreter Services (IRIS).

**Nature and scope**

The IRIS Administrator provides administrative support to the IRIS project including bookings, invoicing, customer service and reporting.

**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/NDIS 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**

1. Participate in Performance Management Development System (PMDS)
2. Attend agreed training and development courses to maintain and improve performance including Irish Sign Language, if required.
3. 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. 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.

**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 for 12 months

These arrangements may be subject to change or review at the request of either you, 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, Skype
* Self-starter with ability to work on own initiative and manage own workload effectively.

**Desirable**

* Experience working in financial administration
* Knowledge or experience working with the Deaf community
* Competency in Irish Sign Language
* Skills or experience working with IT programmes
* Promotional experience