



# Sign Language Interpreting Service

## SLIS Project Officer

### 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 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.

#### NATURE AND SCOPE

The SLIS Project Officer will plan, develop, and deliver projects to progress the core work of the Sign Language Interpreting Service (SLIS) as per the SLIS strategy and annual actions plan and to in response to the national policies and the Irish Sign Language Act 2017. SLIS projects include the following:

- Developing and promoting SLIS interpreting services including the Referral Services and the Irish Remote Interpreting Service (IRIS).
- Analysis, recommendations and supports to advance the social inclusion voucher scheme, as per section 9 of the ISL Act 2017.
- Collaboration with key stakeholders to increase the number and quality of Irish Sign Language Interpreters.
- Advancing Continuous Professional Development (CPD) programmes and development for Irish Sign Language Interpreters, including cooperation with RISLI.

The Project Officer will work as part of a small team on some projects while also progressing individual work projects and responsibilities. The nature of the work and the small size of the organisation will require engagement in a diverse range of activities including policy development, stakeholder engagement and the development of ICT and data collection tools. The Project Officer will be adaptable, motivated and have well established skills and experience in planning, reporting and delivering on project work. The Project Officer will work to address key issues facing the Deaf Community.

#### MAIN RESPONSIBILITIES

##### Project planning, organisation and delivery

- Plan, organise and deliver on a range of projects as assigned by the SLIS Manager, setting out project timeframes, actions and resources.
- Identify and manage project risks, ensuring stakeholders have an appreciation of the key risks and required steps to mitigate these risks.
- Monitor project budgets.
- Procurement and contract management of external suppliers, trainers and consultants.
- Develop and draft policy documents.
- Work with an external contractor on website development.

### **Stakeholder engagement and consultation**

- Develop and implement a stakeholder engagement plan to advance SLIS services and projects.
- Engage with stakeholders through meetings and consultation events (including remotely).

### **Reporting**

- Produce clear and easily understood project plans and reporting to ensure that project targets and progress are identifiable and monitored.
- Analyse and report on SLIS service delivery including IRIS usage, identifying opportunities to enhance current reporting and increase insights into client needs and service trends.
- Support the Manager with the collation and production of service reports for the Board and funders.

### **Other**

- Represent and promote the organisation, attend and participate at meetings and conferences as agreed.
- Support the development of other SLIS related projects as required

### **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. Provide project development and other supports to the work undertaken by SLIS and its board and working groups as required.
4. Undertake such other duties as may be agreed from time to time with the Manager, SLIS.

## **TERMS OF EMPLOYMENT**

**Reports to** The SLIS Manager.

**Location** SLIS, Deaf Village Ireland, Ratoath Rd, Cabra, Dublin 7.

**Duration** This contract will run initially until 31 December 2023 and may be extended subject to funding and business needs.

**Hours** 35 hours per week.

Flexible working hours may be required on occasion. From time to time, the postholder may be required to work in excess of these hours in a given working week. The postholder will receive time off in lieu (TOIL) for all hours worked in excess of the normal working week, with the prior agreement of the Manager. These arrangements may be subject to change / review at the request the Manager or the Board of Directors.

### **Salary**

The salary scale for this role is €41,621 - €49,991.

**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 24 days per year pro-rata for part time staff, exclusive of public holidays.

### **Superannuation**

A superannuation scheme is in place and is obligatory for all SLIS staff.

## **PERSON SPECIFICATION**

### **Required Experience**

- A third-level qualification in a relevant area.
- A minimum of three years' relevant work experience including planning and delivering projects and/or developing new services.
- Demonstrated experience of ICT skills including a high level of proficiency in Microsoft products, particularly Word, PowerPoint and Excel.
- Experience in policy development and/or drafting reports.
- Experience in developing and managing stakeholder relationships.
- Experience of data management, reporting and analysis.

### **Desirable**

- A project-management qualification.
- Competency in Irish Sign Language and/or knowledge or experience of working with the Deaf community.
- Experience of working in the community and voluntary or public sector.
- Experience of publicly funded procurement and contract management.
- Experience developing and organising continuous professional development.

### **Required Competencies**

- Project management and delivery of results
- Stakeholder engagement and communications
- Policy development and reporting
- ICT and information management
- Team-working and interpersonal skills