

**Register of Irish Sign Language Interpreters (RISLI)**

**Service Administrator**

Candidate Pack

July 2025

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## **Service offer and Location**

The Register of Irish Sign Language Interpreters (RISLI) is seeking a Service Administrator.

RISLI is based in Deaf village Ireland, Ratoath Road, Cabra, Dublin 7, D07 W94H, Ireland, with a potential to work remotely 2-3 days per week from within the Republic of Ireland.

## **About RISLI**

RISLI has been established for the purpose of maintaining the Register of Irish Sign Language Interpreters (RISLI).

The registration system is referenced in the 2017 Irish Sign Language Act (referred to as an ‘accreditation scheme’).

**Functions of RISLI**

* Establish and maintain a standards-based registration system for Irish Sign Language Interpreters to ensure protection primarily for the Deaf community and service providers.
* Set the standards for the provision of Irish Sign Language interpreting that all public bodies require.
* Support public bodies through access to a public register of interpreters.
* Support professional Irish Sign Language interpreters to meet and maintain standards.
* Promote social inclusion of Irish Sign Language users by supporting the use of registered interpreters including access to public bodies.

**Values**

* Social inclusion and access for Deaf sign language users.
* Quality within sign language interpreting.
* Availability of sign language interpreting in Ireland.
* Support for service providers, particularly public services to facilitate the use of sign language interpreting services.
* Promote the integrity of ISL interpreting in the public interest.

## **Job Description**

**Purpose of the job**

The Service Administrator is responsible for providing a high-level administrative support to the RISLI Manager. The Service Administrator will assist in the work of the RISLI and the development of its services and will ensure the maintenance and development of high-quality administrative systems and practices throughout the organisation.

**Reporting to**

RISLI Manager

**Main Duties and Responsibilities**

The following are not intended to be a full list of tasks that the Service Administrator will be required to do and there will be other tasks delegated to the Service Administrator.

Communications

* Be the initial office contact point for RISLI matters.
* Manage RISLI’s social media accounts, ensuring activities from across the organisation are published in a professional, accessible, and creative manner.
* Maintain and update RISLI’s website including the published list of Sign Language Interpreters.
* Produce and disseminate a regular newsletter for registered interpreters.
* Support the Manager and other staff at online and in-person events and meetings.
* Support the development and implementation of a promotional plan for RISLI, targeting a variety of stakeholders, including the Deaf community, interpreters, public and other services, and the general public.

Office Management

* To provide administrative support, including record keeping, filing and maintenance of data information as required.
* Ensure the day-to-day running of the office is carried out in a professional and efficient manner.
* Ensuring there are adequate stocks of stationery and supplies and ordering additional supplies when necessary.
* Undertaking the procurement of goods and services.

Financial Administration

* Undertake basic bookkeeping in relation to the creation of purchase orders, invoices and other bookkeeping on our financial package. Training will be provided on our financial package.
* Liaising with creditors and contractors.

Company Governance

* Provide administrative support in relation to the RISLI Board and Sub-committees, including the minute-taking of meetings and the booking of interpreters.
* Assist the Manager and other staff with the production of reports and policies as may be required.
* Prepare and file correspondence on behalf of the Manager and Board of Management.
* To be responsible for the compiling and collating of statistics for the company and the Citizens Information Board.
* Process applications forms and documentation.
* Maintain a Contracts Register for the company.

General Responsibilities

* Update the Manager on a regular basis in relation to key administrative tasks and targets.
* Undertake training and development to maintain and improve performance and assist in
* Identifying self-training and support needs.
* Attend seminars and meetings when directed by the Manager and the Board.
* Other administrative duties that might be assigned by the Manager.

## **Person Specification**

**Essential Qualifications**, **Knowledge and Experience**

* Leaving Certificate or equivalent.
* A minimum of three years relevant work experience working in an administrative role.
* A willingness to learn Irish Sign Language (ISL), for candidates who do not already have ISL.
* Ability to provide comprehensive secretarial and administrative support.
* Proven technical ability in understanding how to create and develop content for social media, webpages, and familiarity in using video-conferencing platforms such as Zoom.
* Demonstrated experience of ICT skills including a high level of proficiency in Microsoft products, particularly Outlook, Word, PowerPoint, and Excel.
* Excellent written, communication, and numeracy skills.
* Experience of data management, reporting, and analysis.
* Organisational skills and ability to meet agreed work objectives on your own or as part of a team.
* Self-motivated, flexible, and reliable.
* Maintenance of the highest standards of honesty and integrity.

**Desirable Qualifications**, **Knowledge and Experience**

* Knowledge and experience working with the Deaf community.
* Irish Sign Language.
* ICT qualification.
* Qualification in basic design skills and experience using multimedia design software to create/edit images for newsletter, website banners etc.
* Experience in promotion. For example promoting a service or organisation on social media or being involved in promotional events.

## **Required Competencies**

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| **Competency** | **Definition** |
| **Administration and reporting** | * Attention to detail in the processing and management of information. * Process and record company information accurately and appropriately. * Technical skills for the role including Microsoft Suite (Word, Excel, PowerPoint). * Plan and prioritise effectively to meet targets and deadlines. |
| **Information processing and records management** | * Observe confidentiality in the accurate administration of personal and financial data. * Record and retrieve information electronically and in hard copy. * Accurate use of relevant software to carry out bookkeeping tasks. |
| **Team Working and Interpersonal skills** | * Respond effectively to direction from management and balances personal objectives with those of the team. * Maintains good working relationships with a wide range of people from different backgrounds and experience. * Demonstrates an openness to support and feedback and adapts approach in a constructive manner. |
| **Analysis skills** | * Effectively deals with a wide range of information sources, investigating all relevant issues. * Correct interpretation of information. |
| **Communication** | * Writes clearly and concisely producing accurate emails and documents. * Communicates in a confident manner with people at all levels, including staff, Board Members, and external stakeholders. |

## **Terms and Conditions**

This is a position subject to satisfactory completion of a probationary period. The period of probation may be extended at the discretion of the Manager. The successful candidate will be available to work 35 hours per week, (Monday to Friday). There may be a requirement to work evenings from time-to-time.

**Flexible Working Arrangements**

Hybrid working is available from within the Republic of Ireland. There is a requirement to attend the office in Deaf Village Ireland, Cabra, two days a week minimum and to be available for remote calls as necessary during the working day.

**Salary**

Scale range of €30,130, €31,373, €32,611, €33,848, €35,081, €36,325, €37,560, €38,803, €41,143 (max), €41,143 (max), 41,143 (max), €42,804 (LSI1), €42,804 (LSI1), €42,804 (LSI1), €44,467 (LSI2). Pro rata for part-time staff.

**Incremental Credit**

RISLI operates an incremental credit process for appointments higher than point one of the salary scale. This process is applicable to new entrants into RISLI. The incremental credit criteria is based on the competencies for the role and are assessed against employment history as laid out in the application form. The application form is the sole document used for the incremental credit assessment. 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.

**Pension**

A company pension scheme is in place, and membership is compulsory upon commencement. Employee contribution; Minimum 5% of salary, Employer contribution; 7% of salary. Please note the RISLI has established a normal retirement age in line with the state pension age (currently 66).

**Annual Leave**

Calculated on a pro rata basis for part year service as follows

* + - * 23 days
      * 24 days (upon completion of 2 years’ service)
      * 25 days (upon completion of 5 years’ service)

Full terms and conditions are contained in the RISLI Employee Handbook, which is issued with and forms part of the contract of employment with RISLI.

## **How to apply**

A relevant application form can be accessed from the Careers section of [**www.risli.ie**](http://www.citizensinformationboard.ie/)

**Please email application form to** [**manager@risli.ie**](mailto:manager@risli.ie) **clearly stating the subject of the email as “Application for RISLI Service Administrator”**

**Deadline:** 5pm on Tuesday 12 August 2025.

* Applicants must meet the minimum criteria for the role as set out in section 4 Person Specification.
* Applicants will be shortlisted solely on the basis of information provided in their completed application form.
* Curriculum Vitae (CVs), late, incomplete or hand-written applications will not be considered.
* If you require any reasonable accommodation with your application due to your circumstances (e.g. an Irish Sign Language interpreter), please contact the above email address and we will try and facilitate you where reasonably practicable.
* Please note that by submitting this form you give consent to RISLI to use the information in this application form in line with our [Data Protection Policy](https://www.risli.ie/privacy-policy/).

**Panels**

A panel of qualified candidates may be formed for this role, from which any full-time, permanent, vacancies may arise, up to a maximum of 12 months.

**RISLI is an equal opportunities employer.**

**RISLI is funded and supported by the Citizens Information Board.**