



Register of Irish Sign Language Interpreters (RISLI)

Manager

(Full Time, Permanent Contract)

Candidate Pack

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1. General Information

The Register of Irish Sign Language Interpreters (RISLI) is seeking a Manager. This is a full-time, permanent position.

2. Location

The Register of Irish Sign Language Interpreters is based in Deaf village Ireland, Ratoath Road, Cabra, Dublin7, D07 W94H, Ireland. There is a potential to work remotely 2-3 days per week by agreement, taking into consideration business needs.

3. About RISLI

RISLI was 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') and operates within the framework of the [National Human Rights Strategy for Disabled People 2025-2030](#).

Functions of RISLI

- Protect users of interpreting services, primarily the Deaf community and service providers, by establishing and maintaining a standards-based registration and quality assurance system for Irish sign language interpreters. This will ensure:
 - there is a standard benchmark for the provision of Irish Sign Language interpreting services, which acknowledges the importance of confidentiality in service provision.
 - service users (particularly vulnerable service users) have access to a professional and high-quality standard of interpreting service.
 - the integrity of service providers is protected.
- Set the standard for the provision of accredited Irish Sign Language interpreting required by all public bodies and courts following the [Irish Sign Language Act 2017](#) and any relevant future legislation.
- Support public bodies, courts, and other service providers by providing public access to the Register.
- Support professional Irish Sign Language interpreters to meet and maintain professional standards.
- Promote social inclusion of Irish Sign Language users by supporting the use of registered Irish Sign Language interpreters, including promoting access to public bodies and the courts.

3. Job Description

Responsible to:

The Manager will report to the Chair of the Board of Directors ('the Board').

Purpose of the job:

Be responsible for the management of the national qualification accreditation and interpreter registration

scheme for Irish Sign Language (ISL) Interpreters in Ireland.

Management of Service Delivery

- Manage, and maintain the national qualification accreditation and ISL interpreter registration scheme for Irish Sign Language Interpreters in Ireland.
- Manage the development of RISLI in line with the RISLI Strategy (due to be developed in 2026).
- Manage communications with stakeholders such as registered interpreters, Deaf organisation and the Citizens Information Board.
- Promote RISLI to the Deaf community, registered interpreters, public and other services.
- Manage staff and resources (including financial) allocated to RISLI.

Maintenance and development of the Qualification Accreditation and ISL Interpreter Registration Scheme

- Draft, maintain and update policies and procedures to support the work of the Register in consultation with the Board and Registration Panel.
- Ensure adherence to standardised processes in relation to the registration of ISL Interpreters and continuing professional development requirements.
- Manage the development of a basic standard competency threshold for applicants to be placed on the RISLI register of interpreters.
- Develop and implement the review process to accredit potential qualifications.
- Liaise with heads of departments of Higher Education Institutes in relation to the development of Irish Sign Language interpreting education and training programmes
- Organise CPD opportunities for registered interpreters, including Deaf interpreters.
- Manage the annual CPD and Work Practice audits of registered interpreters in line with policy.
- Develop supporting Standard Operating Procedures (SOP) for implementing policies.
- Ensure compliance with data protection legislation.

Administration

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- Planning and monitoring the work of RISLI, to include preparing annual action plans and action plan reviews.
- Maintaining the Secretariat for the Board and its sub-committees, including preparation of agendas, meeting papers, minutes and follow-up actions.
- Responsible for compilation of qualitative and quantitative reports for the Board, sub-committees and funder.
- Manage allocated financial resources in accordance with specified financial controls and utilising the RISLI financial management system. Manage the annual budget, including financial planning, expenditure monitoring, and financial reporting, ensuring the financial system operates in line with relevant guidelines..Manage contracts for professional services to include procurement in line with Office of Government Procurement and CIB guidelines.
- Attend meetings with suppliers, the funder organisation and others to support the administration of the organisation.
- Provide annual and other reports / submissions as required.
- Manage projects and undertake research activities as required.

Leadership, Team Development and Human Resources

- Lead, manage and motivate staff.

- Ensure the effective implementation and ongoing application of the Performance Management and Development System (PMDS).
- Promote compliance with agreed HR policies and procedures as provided for within the RISLI Staff Handbook and employment legislation.
- Maintain HR records and provide HR reports to the RISLI Board.
- Responsible for managing the recruitment of staff in line with the company's staffing strategy and HR policies and procedures.

Communication, Liaising and Promotions

- Responsible for the effective management of the recording and reporting on the work of RISLI to stakeholders.
- Responsible for the management of RISLI communications, including the website and social media.
- Liaise and consult with key stakeholders, such as the Deaf community, registered interpreters, educational institutions, Citizens Information Board and the wider community of stakeholders.
- Support the Working Group on Irish Sign Language and its subgroups as outlined in the National Human Rights Strategy for Disabled People 2025-2030.
- Promote the national registration scheme for Irish Sign Language Interpreters to the Deaf community, registered interpreters, public and other services.

Other Duties and Responsibilities

- Oversee the maintenance and management of RISLI office premises.
- Act as key liaison for ICT issues and developments in conjunction with CIB IT Support.
- Develop and enforce safety policies that ensure legal compliance and support a proactive safety culture
- The Manager will also be required to perform other duties, appropriate to the role, from time to time.

This job description serves as a basic guide to the scope and responsibilities of the position, subject to regular review and amendment as necessary.

4. Person Specification

Essential Qualifications

- A relevant 3rd level qualification (social sciences, humanities, law, HR, management, Deaf Studies - Level 8 on the NFQ framework)

AND

- Minimum of 3 years' experience in a managerial role in a broadly similar environment.

OR

- Less formal qualifications will be considered if candidates can demonstrate significant managerial or similar relevant experience (minimum 5 years) in a similar work environment.

Essential knowledge and experience

- Minimum 3 years' experience in managing and/or delivering a complex service as relevant to this role.
- A willingness to learn Irish Sign Language (ISL) for candidates who do not already have ISL.

- Operational experience managing and delivering change in a complex environment, relevant to this role.
- Ability to think and act strategically while maintaining a strong operational focus
- Experience of managing a team and commitment to staff and organisation capacity building.
- Good report writing and evaluation skills.
- Good leadership skills.
- High degree of personal integrity.
- Ability to monitor and evaluate quality of service outputs and outcomes.
- Excellent judgment, with flexibility and problem-solving abilities.
- Experience in making presentations.
- Knowledge and understanding of Data Protection obligations.

Desirable skills, abilities, and experience

- Knowledge or experience of working with the Deaf community/ISL interpreters would be an advantage.
- Experience of working with a regulatory body/registration system.
- Working knowledge of Irish Sign Language.
- An understanding of the Deaf Community, and other marginalised groups and the barriers experienced in accessing services.
- Knowledge or experience of working with public and/or community sector organisations.
- Experience of reporting to a Board of Management or similar.
- Networking skills.
- Experience in facilities management.
- Experience in health and safety management.

5. Required Competencies

Competency	Definition
Effective interpersonal and communication skills	<ul style="list-style-type: none"> • Presents information in a confident, logical and convincing manner • Excellent written communications skills, with an ability to present complex information in a logical, well-structured manner. • Encourages open and constructive discussions around work issues • Promotes teamwork within the organisation • Maintains poise and control when working to influence others • Instils a strong focus on Customer Service • Develops and maintains a network of contacts to facilitate problem solving or information sharing • Engages effectively with a range of stakeholders, including working with the Board, committees and groups.

Competency	Definition
Management & Delivery of Results	<ul style="list-style-type: none"> • Takes responsibility for challenging tasks and delivers on time and to a high standard • Plans and prioritises work in terms of importance, timescales and other resource constraints, re-prioritising in light of changing circumstances • Ensures quality and efficient customer service is central to the work of the division • Looks critically at issues to see how things can be done better • Is open to new ideas initiatives and creative solutions to problems • Ensures controls and performance measures are in place to deliver efficient and high value services <p>Effectively manages multiple projects</p>
Leadership and management skills	<ul style="list-style-type: none"> • Actively contributes to the development of the strategies and policies of the Organisation • Brings a focus and drive to building and sustaining high levels of performance, addressing any performance issues as they arise • Leads and maximises the contribution of the team as a whole • Considers the effectiveness of outcomes in terms wider than own immediate area • Clearly defines objectives/ goals & delegates effectively, encouraging ownership and responsibility for tasks • Develops capability of others through feedback, coaching & creating opportunities for skills development • Identifies and takes opportunities to develop new and innovative service delivery methods
Analysis, Reporting & Decision Making	<ul style="list-style-type: none"> • Researches issues thoroughly, consulting appropriately to gather all information needed on an issue • Understands complex issues quickly, accurately absorbing and evaluating data (including numerical data) • Integrates diverse strands of information, identifying inter-relationships and linkages • Makes clear, timely and well-grounded decisions on important issues • Considers the wider implications of decisions on a range of stakeholders • Takes a firm position on issues they consider important
Specialist Knowledge & Skills	<ul style="list-style-type: none"> • Has a clear understanding of the roles objectives and targets of self and the team and how they fit into the work of the Organisation • Has a breadth and depth of knowledge of the key issues and is sensitive to wider political and organisational priorities • Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role • Excellent IT, finance and administration skills with attention to detail and ability to manage and analyse data, compile, generate and distribute reports • A good understanding of administrative, financial and governance procedures and of the use of information technology.

6. Terms and Conditions

This is a full-time permanent position and is subject to satisfactory completion of a six-month probationary period. The period of probation may be extended at the discretion of the Chair of the Board. 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. Time Off In Lieu arrangements apply in all such circumstances

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, for a minimum of two days a week and to be available for remote calls as necessary during the working day. Hybrid working arrangements are subject to review based on business needs.

Salary

Scale range of €51,249, €52,897, €54,547, €56,197, €56,819, €58,499, €61,648, €63,078, €64,812, €66,361 (max), €67,295(LSI1), €68,228(LSI2)
(pro rata for part time staff)

Incremental Credit

It is expected that all new entrants to RISLI will be appointed at point one of the salary scale; however, 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 are 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 in writing within the first three months of employment. The decision on whether to award an incremental credit is made by the Board and is contingent upon the availability of funding.

Pension

A company pension scheme is in place, and membership is optional 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:

- 25 days
- 26 days (upon completion of 2 years' service)
- 27 days (upon completion of 5 years' service)

Full terms and conditions are contained in a Staff Handbook, which is issued with and forms part of the Employee Contract at RISLI.

7. How to apply

A relevant application form can be accessed from the [Careers section](#) of www.risli.ie

Please email the application form to recruitment@risli.ie clearly stating the subject of the email as “Application for RISLI Manager”

Closing date: 5pm, Monday 18th May 2026

- Applicants must meet the minimum criteria for the role as set out in the Person Specification (Section 4).
- Applicants will be shortlisted solely based on 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, please contact the above email address and we will try to facilitate this 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](#).

RISLI is an equal opportunities employer and is funded and supported by the Citizens Information Board

