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

**Administrator**

**Full time Temporary Position**

Applicant Information Pack

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**Register of Irish Sign Language Interpreters - Service Offer**

Register of Irish Sign Language Interpreters (RISLI) will:

* Establish and maintain a registration system for Irish Sign Language Interpreters
* Register Irish Sign Language Interpreters within in a timely manner
* Set the standards for the provision of Irish Sign Language interpreting
* 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
* Maintain and update a publically available register on its website and ensure that the website is assessable
* RISLI will provide Register Certificates and Membership Cards in a timely manner to new successful applicants
* RISLI will send out Registration Renewal Letters in a timely manner
* RISLI will manage the complaints process within a timely manner
* RISLI will maintain a list of updated and publically available policy documents covering the requirements of Irish Sign Language Interpreting

**Administrator - Job Description**

**Purpose of the job**

The Administrator will be responsible for the day to day management of the communications function of RISLI which will include social media management, website maintenance and stakeholder engagement. They will also support the RISLI administration function.

**Reporting to**

The Manager of RISLI

**Overview**The role involves the administration of RISLI including general office management, responsibility for secretarial support, administration, maintaining the company social media and website, arranging meetings and taking minutes and provide clerical support to RISLI manager. The position will be remote working initially while a Dublin office location is established. There is potential to continue to work remotely 2-3 days per week.

**Main Duties and Responsibilities**

*Communications*

* Be the initial office contact point for RISLI matters
* Develop and implement a promotional plan for RISLI, targeting a variety of stakeholders, including the Deaf community, interpreters, public and other services and the general public.
* 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.
* Produce a monthly newsletter for registered interpreters, including information on suitable Continuous Professional Development (CPD) and training opportunities available to interpreters.
* Produce regular reports on analytics and engagement of website and social media.
* Support the manager at meetings and consultation events.

*Operations*

* Support the day to day operations of the Register of Irish Sign Language Interpreters.
* Provide administrative support for the Registration Panel and its sub-committees.
* Maintain an efficient records management system ensuring data is captured.
* Process applications forms and documentation in relation to RISLI.

*Other*

* Attend and participate at meetings and conferences as agreed
* Support the development of other RISLI related projects as required
* Undertake any other duties as assigned by the manager

**Administrator - Person Specification**

**Required Experience**

* A minimum of two years relevant work experience working in an administrative role including dealing with sensitive information
* Good technical ability in understanding how to create and develop content for social media, webpages and familiarity in using video-conferencing platforms such as Zoom etc.
* Demonstrated experience of ICT skills including a high level of proficiency in Microsoft products, particularly Outlook, Word, PowerPoint and Excel
* Experience of data management, reporting and analysis
* Competency in Irish Sign Language (ISL) and/or knowledge or experience of working with the Deaf community

**Desirable Knowledge, Skills & Experience**

* Basic design skills and experience using multimedia design software to create/edit images for newsletter, website banners etc.
* Experience of working in the community and voluntary or public sector

**Essential Knowledge, Skills & Experience**

* Experience of working in an administrative role in a busy office environment
* Customer service experience, through video calls and by email
* Excellent written, communication and numeracy skills
* Good working knowledge of Microsoft Office
* Experience in data processing and filing using ICT systems
* Ability to work on own initiative or as part of a team
* Self-motivated, flexible and reliable
* Good organisational skills
* Maintenance of the highest standards of honesty and integrity

**Administrator – Required Competencies**

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| **Competency** | **Definition** |
| **Administration and reporting** | Shows attention to detail in the processing of information.Experience of dealing with different types of customers in person, over the phone and by email.Processes numerical information efficiently. |
| **Information processing and records management** | Records and retrieves information electronically and in hard copy.Uses and supports data collection and case management systems.Observes confidentiality in the administration of personal and financial data. |
| **Team Working and interpersonal skills** | Responds 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.Understands the practical implication of information in relation to the broader context in which s/he works.Correctly extracts & interprets numerical information, conducting accurate numerical calculations |
| **Communication** | Fluent in written and verbal (including through an Irish Sign Language interpreter) English. Competent in Irish Sign Language and/or knowledge or experience of working with the Deaf community.Writes clearly and concisely producing accurate emails, letters and documents. |

**Administrator – Terms and Conditions**

This is a temporary fixed term position until 31 December 2023, subject to satisfactory completion of a six-month probationary period. The period of probation may be extended at the discretion of the RISLI Manager.

The successful candidate will be available to work 35 hours per week (full time) per week. There may be a requirement to work evenings from time-to-time.

**Salary:** Scale range of €24,407, €25,554, €26,697, €27,845, €28,991, €30,136, €31,279, €32,420, €33,567, (max), €34,710 (LSI1), €35,858 (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. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form. A request for incremental credit from a successful candidate must be made within the first 3 months of employment.

**Pension:** A company pension scheme is in place, and membership is obligatory upon commencement. Employee contribution; 5% of salary, Employer contribution; 7% of salary. Please note 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 after 2 years’ service

25 days after 5 years’ service

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

**Administrator – How to Apply**

* A relevant application form can be accessed at
* Applicants must possess all required competencies for the role and 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.
* **Closing date: 2 September 2022 at 5pm.**
* **Please email application form to**: recruitment@risli.ie **(Clearly marked “Application for RISLI Administrator Position”)**
* If you require any reasonable accommodation to your application due to your circumstances (e.g. disability), please contact the above email address and we will try and facilitate you where reasonably practicable.
* A panel of qualified candidates may be formed from which temporary and permanent, part-time Administrator posts which arise in a specified period, up to a maximum of 12 months, will be filled.
* For information on how your personal data will be used as part of this process please refer to our Data Protection Notice for Job Applicants, available at the following link:

<https://risli.ie/about/policies/gdpr-and-date-prtection>

***RISLI is an equal opportunities employer.***