Irish Deaf Society: Project Officer - English to ISL Dictionary Development (https://www.activelink.ie/node/110877)

Project Officer - English to ISL Dictionary Development

Department Further Education and Training (FET)

Reporting to Course Management Assistant

Term: Fixed contract from October 2024-31st April 2025

Salary €19,000-€20,500 based on the €32,000-€35,000 annual pay.

Hours: Full time, 35 hours per week

Starting date: As soon as possible subject to notice and availability of successful candidate

Work location: Primary workplace is IDS offices in Dublin 7, hybrid remote work subject to discussion and suitability for job role.

Application Deadline: Sunday, 29th September 2024 midnight

Interview: Thursday 3rd October 2024

Overview of the English to ISL Dictionary Project:

The Irish Deaf Society (IDS) is embarking on an exciting pilot project to develop an online English to Irish Sign Language (ISL) dictionary. This project aims to empower Deaf people by enhancing literacy and promoting language development.

An English to ISL dictionary is a reference tool that provides ISL translations of English based dictionary including words, phrases and examples. Just like English based dictionary, an English to ISL dictionary is not limited to any specific field but covers a wide range of everyday vocabulary across various contexts. Its purpose is to provide a broad resource for understanding of English words including ISL signs and ISL translations of meanings.

The pilot project will focus on professional terminology related to employment, addressing a critical resource gap that affects Deaf and hearing people in professional settings. By providing this language tool, the project will enhance a more inclusive workplace where Deaf people can thrive and bridge language gaps between Deaf and hearing professionals. This dictionary will also support hearing professionals in learning ISL to better communicate with their Deaf colleagues.

Role Description

Overview of the Job

The **Project Officer** for the English to ISL Dictionary Development project will be a key contributor to the successful execution of this transformative initiative led by the IDS. This role is essential in managing the day-to-day operations to develop a new online dictionary that translates English to ISL, enhancing literacy and promoting language development for the Deaf community.

A major component of the role for the successful candidate involves overseeing the creation of video content for the English to ISL dictionary, ensuring it meets the needs of the Deaf community whose first or preferred language is ISL. The successful candidate will also support the implementation, and development of this dictionary, which will be accessible via web and mobile devices.

The successful candidate will work closely with IDS FET team, Vocabulary Steering Committee and IDS Media Production

Team. This includes coordinating with the Vocabulary Steering Committee, which will ensure that the video content clearly explains the dictionary entries, and with the ISL Media Production team to ensure high-quality outputs.

The Project Officer will serve as the central point of coordination among various stakeholders, blending project management skills, community engagement, and administrative expertise to keep the project aligned with its goals with supports from Course Management Assistant.

We are looking for someone who has a proactive approach to their work, who is communicative, flexible and committed with the ability to work alone as well as part of a team.

Main duties and responsibilities

- Develop and implement a detailed project plan, including timelines, milestones, and deliverables
- To ensure the efficient day-to-day operation and management of the project achieving agreed goals.
- Liase between the IDS team, Vocabulary Steering Committee, ISL Media Production team, and other stakeholders.
- Coordinate meetings, workshops, and consultations to facilitate collaboration and gather input from various stakeholders.
- Developing and managing the vocabulary list of English terms and meanings
- Maintain accurate project documentation, including project plans, meeting notes, progress reports, and feedback.
- Provide administrative support to the project team, including scheduling meetings, managing correspondence, and handling logistics.
- To gather project information and report on progress, goals and performance indicators to the Course Management Assistant.
- To advise the Course Management Assistant on matters requiring attention, and assist in implementation of decisions

Key Competencies

- Strong ability to develop, implement, and monitor project plans, timelines, and deliverables.
- Skilled in coordinating multiple tasks and managing resources efficiently to meet project objectives.
- Experience collecting information and reporting.
- Be highly organised, accurate and with strong attention to detail.
- Have experience managing relationships with stakeholders and multi-disciplinary teams.
- Be IT proficient with strong skills in Office Productivity Tools (e.g., MS Office) and collaboration and training tools such as MS Teams / Zoom and similar modern office solutions.
- Be able to work to deadlines and measurable objectives.
- Have a proven ability to work under their own initiative, and as part of a team.
- Excellent problem-solving skills
- Excellent communication skills
- Appreciation and respect for Deaf culture and Irish Sign Language.

Qualifications

- No specific qualifications required

Experience

Essential experience:

- Strong project management experience in comparable position

Desirable experience:

- Experience in developing and managing vocabulary, language resources, or related projects an advantage

Submitting your Cover letter and CV

Please send a cover letter (save as either MS Word or PDF documents) explaining why you are suitable for the role with your CV by email to **jobs@irishdeafsociety.ie** (mailto:jobs@irishdeafsociety.ie) by Sunday, 28th September 2024 - please make sure to add "Project Officer" in the subject field of your email.

Interviews will be on Thursday 3rd october. If you are unable to attend for interview on this date, please state so clearly in your email so that we can organise an alternative date.

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You can find out more about the **Irish Deaf Society** at: **www.deaf.ie** (http://www.deaf.ie/) **,
www.facebook.com/IrishDeafSociety** (https://www.facebook.com/IrishDeafSociety) **, www.twitter.com/IrishDeafSoc**
(https://twitter.com/IrishDeafSoc)

Region
Dublin 7 / Hybrid

Date Entered/Updated
13th Sep, 2024

Expiry Date
29th Sep, 2024

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