

Sign Language Interpreting Service: Administrator Booking Officer

(<https://www.activelink.ie/node/115215>)



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 national policies and legislation, including the Irish Sign Language Act.

SLIS Administrator Booking Officer

This is a full-time, fixed term contract, from June to September 2025.

The SLIS Administrator provides administrative support to SLIS services including the referral service, social fund, emergency services, access support service and IRIS (Irish Remote Interpreting Service), as well as general organisational administration.

This is a full-time, fixed term contract, with an expected end date of September 2025.

This post will normally be based in the SLIS offices in Deaf Village Ireland, Cabra, Dublin 7 but may also involve work outside the office and/or normal office hours.

Salary

The SLIS salary scale for this role is: €28,330 - €43,280 (including 2 x LSIs) pro-rata for part time work.

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

The annual leave for this role is 23 days per annum.

Please see [Job Description \(https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/22/Admin%20Booking%20Officer%20-%20Job%20description%20for%204%20month%20specified%20purpose%20to%20cover%20statutory%20leaves%20230425.docx\)](https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/22/Admin%20Booking%20Officer%20-%20Job%20description%20for%204%20month%20specified%20purpose%20to%20cover%20statutory%20leaves%20230425.docx) and [Application Form \(https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/22/Application%20Form%20SLIS%20ABO%20Specified%20Purpose%20Fixed%20term%20to%20Sept%202025%20230425.docx\)](https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/04/22/Application%20Form%20SLIS%20ABO%20Specified%20Purpose%20Fixed%20term%20to%20Sept%202025%20230425.docx) attached below.

Application Process

Please send completed application form with cover letter to: recruitment@slis.ie (mailto:recruitment@slis.ie).

Closing date for receipt of applications is strictly 4pm on Thursday 15th May 2025.

(Please note that all applications must be on the SLIS application form. CVs will be disregarded. Late or incomplete applications will not be accepted)

For details on how your personal data will be used as part of this process our Data Protection Notice for job applicants is available at: http://www.citizensinformationboard.ie/en/data_protection/slis.html (http://www.citizensinformationboard.ie/en/data_protection/slis.html)

The Sign Language Interpreting Service is an equal opportunities employer

Funded and supported by the Citizens Information Board.

Region

Dublin 7

Date Entered/Updated

22nd Apr, 2025

Expiry Date

15th May, 2025

Attachment

[Admin Booking Officer - Job description for 4 month specified purpose to cover statutory leaves 230425.docx](#)

Size

58.83
KB

[Application Form SLIS ABO Specified Purpose Fixed term to Sept 2025 230425.docx](#)

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