

Sign Language Interpreting Service: Administrator Booking Officer **(<https://www.activelink.ie/node/116492>)**



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, specified purpose contract, covering a Career Break for

1 year; expected from September 2025 to September 2026.

The SLIS Administrator Booking Officer 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, specified purpose contract, the purpose being to cover a Career Break for up to 1 year from September 2025 to September 2026.

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 \(https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/06/27/JOB%20DESCRIPTION_SLIS_ABO_Career%20Break%20Backfill_17.06.2025.docx\)](https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/06/27/JOB%20DESCRIPTION_SLIS_ABO_Career%20Break%20Backfill_17.06.2025.docx) and [Application Form \(https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/06/27/APPLICATION%20FORM_SLIS_ABO_Career%20Break%20Backfill_17.06.2025.docx\)](https://www.activelink.ie/sites/default/files/attach/notice-entry/2025/06/27/APPLICATION%20FORM_SLIS_ABO_Career%20Break%20Backfill_17.06.2025.docx)

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 Tuesday, 15 July 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)

SLIS is an equal opportunities employer. It is funded and supported by the Citizens Information Board.

Region
Dublin 7

Date Entered/Updated
30th Jun, 2025

Expiry Date
15th Jul, 2025

Attachment	Size
JOB DESCRIPTION_SLIS_ABO_Career Break Backfill_17.06.2025.docx	59.16 KB
APPLICATION FORM_SLIS_ABO_Career Break Backfill_17.06.2025.docx	47.51 KB

Source URL: <https://www.activelink.ie/vacancies/community/116492-sign-language-interpreting-service-administrator-booking-officer>