



Job Description

Job title:	Translator – Part time (1 year fixed term)
Responsible to:	Marketing and Communications Manager
Salary:	£22,182 increasing to £23,632 pro rata per annum following successful completion of a 6-month probationary period.
Base:	Flexible: We have office hubs in Abergele, Aberystwyth and Cardiff that staff can utilise. We are a pan Wales organisation which means there will be a requirement to attend some specific staff events and work engagements as required.
Annual Leave:	25 days per annum, plus bank holidays, plus five discretionary days, pro rata
Travel:	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates
Hours:	28 hours per week, flexibly. Job share requests will be considered.
Superannuation:	The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme.
Language skills:	Demonstrated fluency in the Welsh language, including speaking, listening comprehension and reading and writing is essential to the post.

AIM OF THE POST

To provide a professional translation service to WCVA staff from English to Welsh and occasionally from Welsh to English.

MAIN DUTIES

- Translating documents from English to Welsh and occasionally from Welsh to English making sure that you keep the correct meaning of the original text, while making the text appropriate to the target readership. Materials to be translated may include press releases, briefing papers, website content, promotional materials and committee papers.
- To translate correspondence (letters and emails) received from external sources from Welsh to English.
- To proof read and quality assure work received from freelance translators and others.
- Keep an accurate record of the work completed.
- To manage day-to-day management of externally translated materials as required.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

PERSON SPECIFICATION

The following are **essential skills**: (candidates who cannot demonstrate these skills will not be short listed)

1. Have an excellent ability to communicate in both English and Welsh, in particular in the written form.
2. Have excellent translation skills and a minimum of two years' experience of translating from English to Welsh and vice versa.
3. Have excellent proof-reading skills.
4. Have excellent ICT skills, including MS Office.

5. Ability to work unsupervised, to tight deadlines, and flexibly in response to changing priorities
6. Excellent administrative skills, attention to detail with good time management
7. Have a commitment to high standards of quality and customer care.
8. A commitment to WCVA's purpose and its equal opportunities and Welsh language policies

The following are **key** skills: (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. Have a translation qualification.
2. Have an understanding of third sector specific terminology, including common terms used by WCVA and other public bodies.

The following are **desirable** skills: (these skills are preferable, and would enhance the application)

1. Membership of the Association of Welsh Translators and Interpreters.
2. Have experience of working in the third sector.

