Fair Futures CIC

JOB DESCRIPTION

Post Title: CASUAL COMMUNITY INTERPRETER/ TRANSLATOR	
Recruiter: Fair Futures CIC	**Post Number:** 1
Team: Interpreting & Translation	**Post Grade:** 9 £20.00 per hour including holiday pay
Location: 17 Broad Street, Bury, BL9 0DA and other locations in Greater Manchester	**Post Hours:** CASUAL

Special Conditions of Service:

You may be required to work in locations across Greater Manchester and from home

Purpose and Objectives of Post:

Within an agreed system of supervision,

- to interpret and translate for a range of clients, as required;
- to carry out face-to-face, telephone and online interpreting;
- to engage positively and sensitively with clients;
- to maintain confidentiality of events and of spoken and written information.

Accountable to: The directors of Fair Futures CIC

Immediately Responsible to: Interpreting and Translation team manager

Immediately Responsible for: Equipment and resources

Relationships: (Internal and External)

- Staff within Fair Futures CIC
- Staff within client organisations
- Adults and children involved in interpreting situations and as recipients of translated materials
- External Agencies
- Members of community and voluntary organisations.

Duties/Responsibilities:

- Use specialist skills/training and experience to interpret and/ or translate, mainly for community interpreting/ translation, using liaison interpretation;
- Act as interpreter between people from a wide range of backgrounds and experiences;
- Provide clients with clear and precise translations of written materials, and interpretations of verbal communication, with no additions or omissions;
- Inform relevant parties of any factors that may hinder your performance: the parties being the client(s) for factors arising during an interpreting meeting and your manager at Fair Futures CIC for all other factors;
- Use relevant strategies to promote high quality interpreting or translation, for example:
  listen carefully to the speakers;
  follow speech quickly, including formal, informal and technical language, slang and abbreviations;
  develop knowledge of specialist vocabulary;
  write notes to aid memory;
  use equipment effectively where appropriate, e.g. microphones, headsets;
  prepare for interpreting meetings where possible: reviewing agendas, reports and other information in advance;
  read relevant information to ensure understanding of topics.
- Carry out GCSE speaking examinations in schools, under the guidance of a teacher
- Organise workload and liaise with Fair Futures staff;
- Maintain a high standard of professional ethics covering confidentiality and Impartiality;
- Demonstrate excellent interpersonal skills and good time management;
- Use IT skills to respond promptly to requests for work, to produce written translations, presented clearly to a high standard, to interpret online and by telephone, and to complete daily activity logs and other work records and documentation.
- Follow Fair Futures CIC policies and procedures;
- Complete all induction activities.

HEALTH AND SAFETY

All members of staff have a duty under the Health & Safety at Work Act 1974 to: Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by their acts or omissions.

Employees are also required under the Act to:

Co-operate with their employer with regard to any requirements imposed on the employer by statutory provisions.

Job Description prepared by:	**Sign:**	**Date:**
Agreed correct by Postholder:	**Sign:**	**Date:**
Agreed correct by Manager:	**Sign:**	**Date:**