

Fair Futures CIC

JOB DESCRIPTION

Post Title: CASUAL INTERPRETING AND TRANSLATION ASSISTANT	
Recruiter: Fair Futures CIC	Post Number: 2
Team: Interpreting & Translation	Post Grade: 7 £13.23 - £13.97 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 and under the direction of a team leader, <ul style="list-style-type: none"> • 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:	Office Manager, Interpreting and Translation team manager
Immediately Responsible for:	Equipment and resources
Relationships: (Internal and External) <ul style="list-style-type: none"> • 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;
 - know what to do if language used is outside of your experience;
 - develop knowledge of specialist vocabulary, where possible;
 - 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 exams in schools under the supervision of a teacher;
- Liaise with Fair Futures staff to organise workload and plan working time effectively;
- 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 short 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: