

## Fair Futures CIC

### JOB DESCRIPTION

<b>Post Title:</b> CASUAL INTERPRETING AND TRANSLATION ASSISTANT	
<b>Recruiter:</b> Fair Futures CIC	<b>Post Number:</b> 2
<b>Team:</b> Interpreting & Translation	<b>Post Grade:</b> 7 £13.23 - £13.97 per hour, including holiday pay
<b>Location:</b> 17 Broad Street, Bury, BL9 0DA and other locations in Greater Manchester	<b>Post Hours:</b> CASUAL
<b>Special Conditions of Service:</b> You may be required to work in locations across Greater Manchester and from home	
<b>Purpose and Objectives of Post:</b>  Within an agreed system of supervision and under the direction of a team leader, <ul style="list-style-type: none"> <li>• to interpret and translate for a range of clients, as required;</li> <li>• to carry out face-to-face, telephone and online interpreting;</li> <li>• to engage positively and sensitively with clients;</li> <li>• to maintain confidentiality of events and of spoken and written information.</li> </ul>	
<b>Accountable to:</b> The directors of Fair Futures CIC	
<b>Immediately Responsible to:</b> Office Manager, Interpreting and Translation team manager	
<b>Immediately Responsible for:</b> Equipment and resources	
<b>Relationships: (Internal and External)</b> <ul style="list-style-type: none"> <li>• Staff within Fair Futures CIC</li> <li>• Staff within client organisations</li> <li>• Adults and children involved in interpreting situations and as recipients of translated materials</li> <li>• External Agencies</li> <li>• Members of community and voluntary organisations.</li> </ul>	

## 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.
- 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.