

## Fair Futures CIC

### JOB DESCRIPTION

<b>Post Title:</b> CASUAL COMMUNITY INTERPRETER/ TRANSLATOR	
<b>Recruiter:</b> Fair Futures CIC	<b>Post Number:</b> 1
<b>Team:</b> Interpreting & Translation	<b>Post Grade:</b> 9 £18.26 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, <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>	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;
  - 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: