



JOB DESCRIPTION

JOB TITLE:	WELSH TRANSLATOR
RESPONSIBLE TO:	Head of Communications & Engagement
SALARY:	Undeb Aber Coordinator Grade
HOURS:	36.5 hours a week (to be worked flexibly in negotiation with line manager).
DATE OF WRITING:	14th April 2021

Purpose of Role

Undeb Aber has a strong bilingual policy that stipulates that all Union correspondence has to be bilingual. In order to meet the requirements of the policy and deal with increasing workload, the Union is looking to recruit a Welsh translator Intern.

To translate a variety of documents from English into Welsh and vice versa.

To provide a simultaneous translation service from Welsh into English and vice versa at meetings as required.

DUTIES AND RESPONSIBILITIES

1. Written translation

- To translate a variety of formal and informal documents and text, including social media, marketing and promotional assets, website content, reports and governance documents.
- Checking your own work and the work of other Undeb Aber team members to ensure consistency in style, vocabulary and so on.
- Proof-read documents as needed in order to ensure an appropriate style, precision of language, correct vocabulary and so on
- To support the development of an Undeb Aber translation service

2. Simultaneous translation

- To provide a simultaneous translation service at a variety of meetings (student meetings may take place after 5pm).
- To be proactive in sourcing and using the most effective methods and resources to support students to easily access simultaneous translation.

3. Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote Undeb Aber's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of Undeb Aber.
- To be an advocate for Undeb Aber and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – WELSH TRANSLATOR INTERN

CRITERIA	Requirement	Application	Interview Day
QUALIFICATIONS			
A degree in Welsh	Essential	√	
EXPERIENCE			
Proven skills in translating reports and documents	Essential	√	√
Experience of basic administration, organisation or clerical duties and office procedures	Desirable	√	√
KNOWLEDGE			
IT competency with proficiency in the use of Microsoft Outlook and Word, and a working understanding of Excel	Essential	√	
A knowledge of administrative systems and an understanding of translation memory software.	Desirable	√	
ATTRIBUTES & SKILLS			
Excellent verbal and written communication skills.	Essential	√	√
Ability to communicate through the medium of Welsh	Essential	√	√
Ability to promote a positive image of Undeb Aber	Essential	√	√
The ability to work effectively in a team and own initiative	Essential	√	√
Self-motivated with a 'can do' attitude with the ability to take the initiative to identify tasks and to prioritise own work	Essential	√	√
Willingness to undertake additional training for simultaneous translation.	Essential	√	
A commitment to oral and written bilingualism.	Essential		√
The ability to prioritise and deal with varying written workload and to provide translations in a timely manner to meet strict deadlines.			√
Excellent organisation skills with the ability to work effectively to deadlines, meet targets and achieve demonstrable results	Essential	√	
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	√	√
Commitment to upholding the Students' Union values	Essential	√	√