

Trainee Translator

Contract type: Full-time, fixed term (1 year)

Salary: £23,322 - £25,830 per annum (Grade 4)

We're seeking applications from individuals who are interested in undertaking a trainee translator role as part of the Translation Team at WJEC. They will join a busy department and will learn all the nuances of the craft of translation, contributing to the work of ensuring that WJEC provides a fully bilingual service to its internal and external customers and stakeholders.

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

This role will be perfect for individuals who wish to pursue a career as a translator. You will work under the guidance and supervision of the Head of the Translation Unit, undertaking a variety of work relating to different subjects and topics, whilst also expanding your experience and learning about formal and informal translation. There will be opportunities to attend and contribute to meetings discussing terminology, with the overall aim of maintaining WJEC's high linguistic standards. This is a trainee role so we are looking for individuals who have a natural ability with language, which will develop over time and enable the post holder to produce excellent translations. The post holder will also be expected to make full use of translation memory software (Déjà Vu) daily with full training to be provided.

The individual

To thrive in this role, you will have an aptitude for language and will realise the importance of being able to communicate through the medium of Welsh and English. You will be conscientious, hardworking and eager to learn, to support the work of a busy Translation team. You will have strong linguistic skills in both Welsh and English and be confident that you can understand and interpret text in both languages. You will be keen to know more about the terminology of the Welsh language and how to place various terms accurately in any translation. WJEC has a central role to play in the teaching and learning landscape of Wales and it's important that our materials correspond to the wider offering available.

Our benefits

This is a hybrid role, enabling the successful candidate to split their time between working in our Cardiff offices and working remotely. WJEC is an inclusive and supportive place to work, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/additional days), training and development opportunities and a good pension scheme. There will also be opportunities to undertake courses conducted by 'Cymdeithas Cyfieithwyr Cymru' and to sit their examinations.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact a member of our HR team (HR@wjec.co.uk), who would be more than happy to help. **Please visit [our website](#) to download a copy of the job description and application form.**

This role will be available for a **fixed term of 1 year**.

Closing date: 09:00, Friday 22 March 2024

JOB DESCRIPTION

Job Title:	Trainee Translator
Department:	Language Service
Section:	Translation
Responsible to:	Head of Translation Unit
Grade:	4
Location:	Western Avenue, Cardiff
Main purpose of Job:	

As a Trainee Translator, you will learn to use your Welsh medium skills to contribute to the work of the Translation Team in providing accurate and accessible translations for internal and external customers. You will work closely with other members of the team on a day-to-day basis, supporting and fulfilling the requirements of teams across WJEC. You will learn to adapt your translation to its audience and use the relevant terminology, contributing to internal work undertaken by the team in this area in conjunction with Canolfan Bedwyr, Bangor University's Centre for Welsh Language Services, Research and Technology. You will also learn how the team undertakes various projects annually in relation to examinations series. This includes the translation of materials such as mark schemes and examiner reports, CPD and also specifications and SAMS relating to the development work currently being undertaken for QFF (Qualified for the Future).

Learning from more experienced translators, your work will contribute to ensuring that WJEC provides a bilingual service for its customers, fulfilling the obligations of its Welsh Language Scheme. You will receive training in the use of translation memory software and learn how to use this as part of your day-to-day work.

Principal Duties and Responsibilities:

Under the general guidance and supervision of the Head of the Translation Unit:

- To learn how to transfer natural skills in the Welsh language into accurate and accessible translations for all types of audiences.
- To learn how a busy translation team fulfils the translation requirements of a rapidly developing organisation.
- To work under the daily supervision of the Head of the Translation Unit, gaining feedback on translation tasks to support professional development.
- To contribute to the work of translating or proofreading internally produced documents (from but not limited to administrative materials for centres to subject-specific materials to various corporate documents, relating to the areas of finance, HR, Marketing) or proofreading any externally translated documents.
- To ensure appropriate use of the General Style Guide and the Question Paper Specific Style Guide of the Language Service, using appropriate styles for relevant audiences
- To use Déjà Vu translation software daily in order to complete any translation work thus contributing to fully supporting the use of the translation memory.

- To learn to prioritise and fulfil workload requirements according to appropriate procedures, whilst also ensuring effective forward planning.
- To provide translations on a daily basis of any Welsh-medium correspondence addressed to members of non-Welsh speaking members of staff and translating responses relating to such correspondence.
- To work in a flexible manner and occasionally at short notice to fulfil the requirements of the Language Service and WJEC e.g. by responding to the general Translations e-mail, including collaborating with other teams across the business in order to ensure the correct information is conveyed to centres and other stakeholders.
- To play an active role, listening to discussions with resources/question paper editors and learn by being part of that discussion, helping increase general knowledge of various areas which are relevant to the day-to-day work of the team.
- To attend and contribute to meetings discussing terminology as required.
- To contribute to the terminology work undertaken by the Language Service which includes working as a team internally and contributing to extensive work involving Canolfan Bedwyr, Bangor University's Centre for Welsh Language Services, Research and Technology.
- To improve general knowledge in relation to the translation function, learning to use the various resources available and improving IT skills in the process.
- To always have professional development in mind, seeking feedback and learning from other members of the team on what good looks like for translation skills.

Person Specification

Job Title:	Trainee Translator
Department:	Language Service

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Ability

Highly desirable

- Natural linguistic skills in both languages.
- Confidence in resolving and interpreting text.
- Excellent time management skills
- Flexible approach to work and an ability to manage conflicting deadlines
- Advanced communication skills (verbal and written)
- IT skills: Microsoft Office, translation software
- The ability to work accurately and precisely.
- The ability to work independently and as part of a busy team

Desirable

- The ability to use a translation memory, e.g. Déjà Vu
- Problem solving skills and an ability to overcome barriers
- Proof reading skills

Knowledge

Essential

- Fluency in Welsh and English

Highly desirable

- Background information about education

Desirable

- Knowledge of at least one type of translation memory
- Developments in education

Experience

Highly desirable

- Experience of translating from Welsh to English and vice versa on a voluntary level
- Reading Welsh-medium proofs

Desirable

- Experience of adapting materials for different audiences

Training / Qualifications

Highly desirable

- A good A level in Welsh

Desirable

- A degree in Welsh or an equivalent qualification
- Experience of following a Translation module as part of the degree

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Cyfieithydd dan Hyfforddiant / Trainee Translator		
Cyflog / Salary:	£23,322 - £25,830 y flwyddyn / per annum	Gradd / Grade:	4
Gwyliau Blynnyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
Math o Gytundeb:		Contract Type:	
<input type="checkbox"/> Llawn-amser / Full Time			
<input type="checkbox"/> Rhan-amser / Part Time		Nifer yr oriau yr wythnos No. of hrs per week	
<input checked="" type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term		Diwedd y Tymor End of Term	
<input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Diwedd y Tymor End of Term	
		Nifer yr oriau yr wythnos No. of hrs per week	
		Blwyddyn / 1 year	
		36.5	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 09:00, dydd Gwener 22 Mawrth 2024.			
Completed forms should be sent by email to hr@wjec.co.uk by 09:00, Friday 22 March 2024.			