



JOB DESCRIPTION

This is an excepted post under Schedule 9 of the Equality Act 2010.

Job Title	Female Interpreter: Urdu, Bangla or Punjabi speaker
Salary Rate	£13.46 p/hr
Hours	Various hours
Main Office Base	Interpreters will be expected to deliver in community venues across Greater Manchester
Responsible to	CEO
Responsible for	N/A
Main Purpose of Job	As a face-to-face, telephone / video Interpreter, you will be providing professional language interpretation to a variety of clients across Greater Manchester. You will be making a difference by supporting minority ethnic women who face multiple barriers to accessing services and are the most socially isolated within our communities.

Main Duties & Responsibilities

- 1) To provide quality and professional language interpretation and translation
- 2) To communicate effectively with all parties involved using various communication methods and IT systems
- 3) Listen carefully when someone is speaking with the sole purpose of interpreting, and interpret with no omission or addition
- 4) Provide parties with clear and exact translations of written materials, and interpretations of verbal communication
- 5) Convert dialogue and convey and intent of the original speaker, understanding that many idioms and slang terms do not translate exactly between language
- 6) Complete activity logs and other documentation
- 7) Comply with applicable ethics and standards
- 8) To adhere to all DMNW policies and procedures
- 9) To submit timely timesheets and information after each assignment
- 10) To write and provide regular reports where required
- 11) To manage your own workload, resources and professional development

DMNW Team

- 12) To work as part of the Diversity Matters North West team and with all appropriate workers (paid and unpaid) and organisations in order to support the future development of the organisation.
- 13) To work to combat all forms of discrimination, and to ensure that the principles of equal opportunities are implemented in all work undertaken on behalf of DMNW
- 14) To attend supervision, reviews and undertake appropriate training as required to improve your knowledge.



What we can offer you:

- ✚ Welcoming, ambitious, and forward-thinking environment.
- ✚ Flexible, occasional hours (please note hours are not guaranteed, this is an on-call position and does not guarantee that interpreters or translators will be provided with regular work).
- ✚ Continued learning and improvement.
- ✚ The opportunity to support your local community.

We're committed to creating a positive working culture for all our employees, as well as a good work-life balance.

Additional Information

Diversity Matters North West Ltd (DMNW), formerly known as Hyde Community Action (HCA), has at its core the ethos of community involvement and empowerment, based on openness and honesty in working relationships. Every staff member is expected to reflect this ethos in his or her work practices.

The working practices of DMNW will be open, honest, inclusive and seeking to value the contribution that each staff member can make to the work of the organisation. This relationship will also be reflected in their contacts with local people. This will involve staff members working closely with members of the community, sharing skills and information and ensuring that community members are actively involved in the decision-making process and that value is placed on community member's contributions.



PERSON SPECIFICATION

Job Title: Community Interpreter (Female)

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Essential criteria:	How measured
Education / Qualification/ Experience	
1. Minimum Level 2 Qualification in Community Interpreting Essential Skills and Knowledge.	App Form
2. Minimum Level 1 Qualification in Health & Safety	App Form
Knowledge	
3. To have a clear understanding of the model of interpreting to be practised, to be non-directive in style	Interview
4. Have a working understanding and knowledge of local services	App Form Interview
Skills & Abilities	
5. Proficiency in any of the following languages both oral & written, as well as a demonstrable fluency of command of spoken and written English, or proficient in English with a demonstrable fluency of command of spoken and written skills in target language: Urdu, Bangla, Hindi or Punjabi	App Form Interview, Practical assessment
6. An understanding and experience of delivering culturally sensitive services to Black and minority ethnic communities, especially to women.	App Form Interview
7. To demonstrate an understanding of the Data Protection and its implications to the translation and interpreting service.	App Form Interview
8. Ability to effectively manage own workload and time to ensure prompt arrival to assignments and to meet deadlines.	App Form Interview
9. Ability to conduct yourself in a professional and ethical manner, adhering to the appropriate dress code where applicable.	App Form Interview
10. The ability to build effective working relationships at all levels.	App Form Interview
11. To understand and be committed to maintain confidentiality.	App form Interview
12. Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds.	App Form Interview, Practical assessment
13. Have a working experience and ability of using Microsoft office applications or equivalent including the following: email (Outlook or equivalent), word processing (Word or equivalent),	App Form, Practical assessment



Excel (or equivalent).	
Work related circumstances	
14. Equal Opportunities & Managing Diversity - To be able to demonstrate a commitment to equal opportunities in all aspects of your work - To be able to recognise the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Diversity Matters North West	App Form Interview
15. Ability and willingness to working in a variety of locations around Greater Manchester including community centres and faith centres.	App Form
16. Respect Diversity Matters North West's values	App Form
17. Ability and willingness to learn new skills and undertake training as required by the post	App Form
<i>Desirable criteria:</i>	<i>How measured</i>
18. Hold a DPSI qualification	App Form
19. Full clean UK driving license and access to own car	App Form