**Volunteer Role Description**

**Translation Volunteer**

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| **Purpose** | To support The Reader’s ‘Better with a Book’ Project in North Wales with Welsh-English translation and   * Support The Reader’s Community-Led initiative for growing *Shared Reading* in North Wales * Help The Reader to build the case for *Shared Reading* |
| **Key activities** | You will be responsible for translating and proof reading text of a variety of natures as required by staff members and volunteers as part of the project. Texts will include:   * Promotional Materials * Reports * Social Media Content * Course Content * Communications |
| **What you will get out of it** | * An opportunity to become part of the *Shared Reading* community * Gain first-hand experience of working with an award winning nationally recognised social enterprise * Opportunities for you to encounter the stories of our Readers across the country * Regular and ongoing support from a friendly and supportive team * Develop confidence * Enhance your CV |
| **What we expect from you** | * Able to volunteer under the supervision and support of The Reader’s North Wales Team * Reliability and flexibility * Good organisational, time management and interpersonal skills * Able to ask for help when needed * Have a warm, calm and friendly manner that reflects The Reader’s ethos and values * Feedback to The Reader staff if you have particular concerns or difficulties * Have a responsible approach to data protection and confidentiality |
| **Commitment** | Time commitment: minimum of half a day per week (dependant on the needs of the Project)  Length of role: minimum six months. |
| **Location** | Home based with occasional travel to The Reader’s North Wales office as required (location TBC). |
| **Skills/experiences/personal qualities required** | You must:   * Be able to work methodically, with a high level of attention to detail * Have excellent written Welsh and English and the ability to translate from one language to the other with confidence * Have grammatical accuracy as it relates to Welsh-English and English-Welsh translation * Have good proof reading skills * Be able to commit to working within the unique ethos and values of The Reader * Be able to commit to ongoing opportunities to develop your practice * Demonstrate confidence and experience with using Microsoft Word * Be able to work according to all volunteer policies and procedures * Be able to work independently |
| **DBS required?** | A DBS is not required for this role. |
| **Application Process** | The Reader has a strong track record in delivering high quality services. Making sure that we have the right people in the right roles is an organisational priority and extends to our volunteering community. As part of the recruitment process for this role we’ll invite you to complete an Expression of Interest form, attend a *Shared Reading* group/information session and attend a one-to-one meeting. We’ll also request references. As we would with any role, paid or unpaid, we will talk to you openly about any reservations we identify that result in our decision not to offer you a placement |
| **Support and Supervision** | You will be supported by our North Wales Team. |
| **Induction** | An induction session will be provided and must be completed before starting the placement. |
| **Volunteer expenses** | Travel expenses will be provided as per volunteer expenses policy. |
| **Further information** | For further information, please contact:  Kate Hughes-Jenkins, North Wales Volunteer Co-ordinator  07483 972022 katehughesjenkins@thereader.org.uk |