

# It starts with community

The National Lottery Fund  
Role Profile



## Welsh Language Translator

<b>Directorate:</b>	Wales
<b>Department:</b>	Communications and Engagement
<b>Role/Competency level:</b>	Level 2
<b>Reports to:</b>	Head of Communications and Engagement



# Role Profile: Welsh Language Translator

## Role purpose

In this particular role, you'll lead and manage a high-quality Welsh translation service for the National Lottery Community Fund across the UK. You'll ensure that all our online and offline materials, including new web pages, corporate publications and initiatives are translated on time to agreed deadlines.

Supporting the Welsh Language Officer in ensuring we fully comply with the Welsh Language Standards, through helping to disseminate what is required to colleagues in all parts of the organisation and external stakeholders, including face-to-face training sessions and via our Intranet is essential to this role.

Leading on behalf of the Wales Directorate, you will work alongside the Digital Transformation Team to interpret online user insights for Wales and use these to support the customer journey to provide the best experience possible for those who engage online in Wales in both Welsh and English.

A proactive mindset is critical for this role as you will be required to create and maintain strong connections with colleagues across multiple teams, including the Digital Transformation Team, Brand and Publications and Media Relations.

You will support customers throughout their journey with the National Lottery Community Fund, putting our customers at the heart of our work is essential, and you will support the delivery of excellent bilingual customer communications.

You'll work closely with colleagues as part of our integrated Wales and UK teams to support and drive our online, editorial, design and marketing content for Wales specific audience(s).



# Role Profile Welsh Language Translator

## Key responsibilities

- Provide a Welsh translation service for publications, online content and initiatives
- Support bilingual customer communications
- Support with Wales' stakeholder communication and feedback
- Support and drive design and content for Welsh audiences
- As the role is based in Wales and supports customers/colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required



# Role Profile: Welsh Language Translator

## Knowledge, skills and experience

- Hold a Degree in Welsh or a Degree taken through the medium of Welsh along with a recognised translation qualification, or a willingness to work towards this
- Fluent in oral and written Welsh, with a proven record of high-quality Welsh and English proof reading
- Ability to coordinate systems and processes and develop effective working relationships to enable collaboration across the Fund
- Strong digital skills, an understanding of the digital landscape and significant experience of using digital content to engage with audiences
- Experience of using data led insights to build a communications campaign, assess its impact and evaluate its success
- Ability to work accurately to tight deadlines
- A strong understanding of the importance of bilingual brand across the communications mix • Experience of delivering training and creating guidance documentation



# Role Profile: Welsh Language Translator

## Role competencies: Level 2

- **Strategic direction**  
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**  
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**  
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**  
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**  
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**  
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

## Our Values



### We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



### We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



### We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



### We are adaptable

We welcome and embrace new ideas and ways of working.



### We are compassionate

We work with care consideration and humility.