

The National Lottery Community Fund has flexible roles that enable our people to give their best, broaden their skills and manage their career path. This job profile isn't intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives and the objectives of your team.

Welsh Language Translator

Our officers

As an officer at the Fund, whatever your specialism, you'll have plenty of scope for autonomy and responsibility. You'll use your judgement and knowledge to make recommendations and decisions, and your skills in understanding the needs of different customers, providing advice and feedback will come to the fore. You won't need much supervision or oversight from your senior colleagues taking personal leadership of your own work and your own development. You will take pride in your work and positively influence and engage with our customers and stakeholders both internally and externally.

Your role

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). Of course, you'll also need to work within the Fund's policies and procedures and the necessary legislation, and in a way that is in line with our vision and principles. If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

Your experience

As an officer, you may have been promoted through our internal career paths having demonstrated your skills and leadership abilities or alternatively you may come from an external field. Either way, you'll need to demonstrate your experience and qualifications in these areas:

- 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

You will be able to

LEADERSHIP & MANAGEMENT

- Be engaged and enthusiastic in working towards shared goals, and encourage others to do the same
- Be committed to the Fund's vision and principles, and encourage others to do the same
- Take ownership of your own personal development by identifying your strengths and areas for development, using available resources to support this
- Be a supportive team player who shows interest in others, and develops a range of contacts outside own team to help get the job done

BUILDING GREAT RELATIONSHIPS

- Network internally and externally, putting yourself in the position of customers and acting on the things that matter to people
- Communicate in a honest and engaging manner, with the ability to Influence and negotiate using good arguments and a range of strategies to convince others
- Listen actively, and respond to others in an informed way, recognising the contribution and value of diverse viewpoints

PERSONAL RESPONSIBILITY

- Continually seek and act on feedback to evaluate and improve your own performance

- Remain calm under pressure and handle multiple and competing priorities, supporting others when needed
- Take ownership and be accountable for your own work, and encourage colleagues to do the same

DELIVERY

- Identify opportunities to share learning, knowledge and information, and make improvements by working with colleagues
- Actively use the systems and data at your disposal to complete your own work effectively and improve the work of your team
- Actively seek out and analyse available information, using it to inform your judgement and complete your work effectively
- Be responsive to emerging issues and trends which impact on your work, the work of your team, or the Fund
- Understand the requirements of good governance and provide solutions to risks and issues

Our mindset

- I am passionate about the potential of making excellent grants
- I am committed to effective networking across and beyond the Fund
- I value the diversity and aspirations of communities and colleagues recognising the need to provide equality of opportunity
- I am curious and actively seek new ways of doing things
- I will listen, learn, provide and encourage feedback and challenge
- I am responsible and accountable for the work that I do
- I work flexibly and collaboratively to meet the needs of others
- I apply knowledge and experience to share my learning
- I want to make the Fund a great place to work

Your job family is	Operational Delivery	Your directorate is	Wales
Your mode of working is	Office based	Your role template is	Officer