

Person Specification for Translator / Adviser

Knowledge:

Role of interpreters in facilitating communication in various situations
Importance of confidentiality
A good standard of written and verbal knowledge of their language
Good command of English, both written and spoken.
Knowledge and awareness of sexism, racism, disability, ageism, FOI, data protection, safeguarding and other relevant policies and procedures.
Knowledge of cultural Issues

Skills and Abilities

How to handle difficult situations in a constructive and helpful manner.
Prioritisation of work.
To freely communicate between Turkish and English in a cultural context.
To interpret and translate with a good standard from English to Turkish and vice versa.
To work alone and as part of a team.
To be punctual and meet deadlines
Ability to analyse information rapidly.
The ability to be intuitive and make decisions
The ability to listen, question and seek information so as to communicate effectively, clearly and precisely in both languages at speed.
The ability to concentrate on a task over a period of time without being distracted with high level of concentration and alertness
The ability to cope with emotional situations and responding to unanticipated problems
To be flexible to the needs of the client and professional requiring the service
To maintain objectivity and to interpret /translate honestly without changing meaning.
To maintain confidentiality

Essential Experience

Experience of undertaking Interpretation and translation work.
Life experiences with a minority ethnic culture and wider society and the ability to put into various perspectives
An in-depth knowledge of Turkish
Experience in giving advice and information on culture, language and related issues.
Experience in working under pressure and to tight deadlines

Preferred Experience

Experience of Housing and Regeneration terminology to be able to translate into Turkish.

Qualifications

A Level's or equivalent qualification.

Special Requirements

Appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)