JOB DESCRIPTION

Job Title: BSL Interpreter

Responsible to: Strategic Director

Responsible for: Quality assessment of new freelance interpreters

Salary: RSLI FTE £29,323 plus expenses (TSLI may be considered for the right applicant, who is on track to becoming a RSLI during the 6-month probationary period - Salary for TSLI £23,458 plus expenses).

FTE of 36 days paid holiday is given that is made up of 3 days shutdown over Christmas, 8 days Bank Holiday and 25 days free to book.

Hours: 24 hours over 3 days 09.00 – 17:00, Thursday and Friday, with one extra day mid-week to be agreed with the right applicant.

ABOUT CWAD

CWAD is a registered charity and has a history dating back to 1911. Our vision is that the Deaf community is active and thriving within the wider hearing environment in Coventry, Warwickshire and Solihull. We aim to support the D/deaf, hard of hearing, deaf-blind and members of the diverse deaf community surrounding the West Midlands community through all walks of life, and deliver services to help provide a better quality of living. Our activities fall into 4 main categories:

- Community - Offering activities and support to the Deaf Community
- Championing - Campaigning for better access and integration and providing Deaf awareness training.
- Charitable giving - Financial support for Deaf applicants
- Communication – Sign Language Interpreting agency- which this post will be working for- previously trading at Coventry and Warwickshire Sign Language Interpreting Service (CWSLIS).

Our Interpreting Service is non-profit making set up by CWAD to provide a high quality, cost efficient service to the Deaf and Deafened community, service providers, and businesses throughout the local areas. We are proud to be one of the first BSL agencies in the country and are registered with ASLI.

As the preferred service of choice for many in the Deaf and Deafened community of Coventry and Warwickshire, our service rapidly gained a reputation of excellence, a reputation we strive to keep. Our interpreters have a wealth of experience in a variety of domains including doctors, hospitals, meetings, schools, conferences, training, religious occasions, theatre – to name just a few.
PURPOSE OF THE ROLE

- To contribute to the development and delivery of CWAD’s interpreting service to meet the needs of people who are D/deaf in Coventry and Warwickshire, operating in accordance with the CACDP Code of Practice for interpreters, under the supervision of the Manager. This post will be given priority over freelance work that is offered on none rostered days under the terms of a freelance worker.

You must keep the needs and rights of the D/deaf community at the forefront of your decision making and actions in this role.

WHO WE NEED

Knowledge:

- Comprehensive awareness of Deaf culture and the issues and needs of people who are deaf.
- Understanding of the multi-cultural setting in which services are provided.
- Working knowledge of BSL and other sign systems.
- Evidence of continuing professional development.

Skills:

Good interpersonal skills to gain rapport with a wide range of people in various environments.

Abilities:

- To communicate with a range of people who are deaf and hard of hearing.
- To organise and manage own work programme.
- To promote all CWAD’s services in a positive manner.
- To respond flexibly to the needs of the service.
- To interpret in a wide range of situations, e.g. public meetings.
- To support the office staff on advocacy situations.
- Demonstration of anti-discriminatory views in relation to: race, colour, nationality, ethnic or national origin, religion, gender, marital status, sexuality, disability, age or any other unjustifiable criterion.
- To travel to venues throughout Coventry and Warwickshire, using own transport.

MAIN RESPONSIBILITIES

- To be responsible to the Manager for the provision of interpreting services, including:
  - To contribute to the development of the operational policies of the Service.
  - To assist with the provision of a flexible service which can respond to users.
  - To support the Manager in promoting the service within the Coventry and Warwickshire area.
  - To report regularly to the Manager on the operation of the service and to put forward proposals for future developments, e.g. services to deaf/blind people, lip-speaking, etc.
- To undertake interpreting assignments in a variety of situations, including:
  - legal, health, employment, contact with official bodies (e.g. Government or Local Authority) public meetings and translating letters. This may on occasion involve working at evenings and weekends.
- To support the office team in bookings during contractual time that is not interpreting and take bookings for follow-up appointments when on location.
- To observe and review potential new freelance workers to ensure quality in delivery.
- Other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.