



# Job Description and Person Specification

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| <b>Job title</b>      | BSL/English Sign Language Interpreter   |
| <b>Accountable to</b> | Head of Service or Senior Interpreter   |
| <b>Working Hours</b>  | Part time or Full-time positions available (37 hrs)<br>Interpreting Service Core Hours are 8.00am – 6.00pm. Interpreters work variable hours each day within core hours.  |
| <b>Salary</b>         | Trainee (TSLI): £26,802.88 - £30,515.40<br>Qualified (RSLI): £32,418.64 - £35,446.08 (dependant on experience)  |
| <b>Benefits</b>       | Workplace Pension (3% employer contribution, 5% employee, available after successful probationary period)<br>Essential Car User Allowance<br>Company sickness pay<br>24 days (FTE) annual leave plus bank holidays<br>Paid NRCPD registration |

## Job purpose

The purpose of Nottinghamshire Deaf Society is to **empower deaf people so that their lives are enriched**. We do this in the following ways:

- We **support** and encourage people
- We **provide information** and help people to learn
- We **challenge** decision makers and campaign for change
- We **collaborate** with others
- We **set high standards** for ourselves

Our vision is for **a society in which all deaf people participate**.

In the next 5 years we want to work with people **of all ages** with **different types of deafness**. We want to increase the number of **partnerships** we have with other organisations and groups. We will be known as a **provider of services** and involved and **engaged with the wider deaf community**.

Our strategy focuses on **strengthening and consolidating** our current services and activities while preparing to **develop and expand through partnerships**. We are aiming to strengthen and develop our interpreting service over this period so that we can sustain a quality service.

This role supports our vision and purpose by providing support to deaf people, enabling better communication. We expect that the post holder will also work to the highest standards, valuing quality in their work.

*Nottinghamshire Deaf Society is committed to safeguarding children and adults at risk. Therefore this role is subject to an Enhanced Disclosure and Barring Service (with Barred List) check.*

## Duties and responsibilities

Reporting to the Head of Service and/or a Senior Interpreter the post holder will undertake interpreting assignments to a high professional standard, working in the majority of domains. They will contribute as reasonably required to the overall development and promotion of the interpreting service, and the improvement of team performance.

Specific duties and responsibilities are:

- To undertake BSL/English interpreting assignments, including via video, as issued by the Booking Coordinators.
- To assist in providing a quality interpreting service as a member of the NDS Interpreting team.
- To co-work in a conscientious and professional manner.
- To attend team and NDS meetings, as required, and to contribute to the overall development and promotion of the service.
- To participate, as required, in the out of hours emergency service.
- To seek to analyse and develop own skills and knowledge of professional issues.
- To continue professional development.
- To receive regular supervision and support.
- To keep appropriate work records and follow agreed procedures.
- To conform to and work from the NRCPD Code of Conduct for Communication Professionals.

General requirements for all staff:

- Treat all service users, volunteers and staff with courtesy, empathy and respect at all times.
- Actively participate in the work of the charity by positively contributing to development, training, team meetings and team building.
- Be aware of the requirements of the General Data Protection Regulations and other Data Protection legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.
- Have an understanding of, and commitment to, Nottinghamshire Deaf Society's policies and procedures.
- Assist wherever possible with the positive promotion and general running of the charity's activities including the main office and any other reasonable duties.
- Maintain effective internal and external relationships and particularly with representatives of the Deaf community.

## Person Specification

| Criteria   | Essential | Desirable | Assessed by: |
|--|-----------|-----------|--------------|
| <b>Qualifications</b>  |           |           |              |
| Registered Sign Language Interpreter with NRCPD  | ✓         |           | Q/A          |
| Registered Qualified Interpreter   |           | ✓         | Q/A          |
| Level 3 (A Level) English or equivalent standard   | ✓         |           | Q/A          |
| <b>Experience</b>  |           |           |              |
| BSL/English Interpreting in a variety of domains and contexts                            | ✓         |           | A/I/T        |
| 3 or more years post qualification experience  |           | ✓         | A/I/T        |
| Working with remote interpreting services  |           | ✓         | A/I/T        |
| <b>Knowledge and Skills</b>  |           |           |              |
| Knowledge and understanding of the NRCPD Code of Conduct for Communication Professionals | ✓         |           | A/I          |
| Use of video communication technology for interpreting                                   |           | ✓         | A/T          |
| Excellent communication and interpersonal skills   | ✓         |           | A/I          |
| Able to manage time and work load effectively  | ✓         |           | A/I          |
| Team player  | ✓         |           | I/T          |
| An initiative taker  | ✓         |           | A/I/T        |
| Current affairs relevant to Deafness, Interpreting and the lives of Deaf people          | ✓         |           | A/I          |
| Competent user of Microsoft Office and online IT services                                | ✓         |           | I/T          |
| <b>Personal Qualities</b>  |           |           |              |
| A pleasant and professional manner   | ✓         |           | I/T          |
| Reliable with excellent time keeping   | ✓         |           | I/T          |
| Enthusiastic and willing to use own initiative   | ✓         |           | I/T          |
| A positive attitude  | ✓         |           | I/T          |
| Committed to further training and continuous professional development                    | ✓         |           | I/T          |
| <b>Impact on others</b>  |           |           |              |
| Commitment to contributing to the team   | ✓         |           | I            |
| Commitment to the Deaf Community and the Interpreting profession                         | ✓         |           | I            |
| <b>Ability to meet job circumstances/Other</b>   |           |           |              |
| Located in the East Midlands region  | ✓         |           | A            |
| Able to work flexible hours when needed  | ✓         |           | A/I          |
| Ability to travel between multiple venues in course of work                              | ✓         |           | A/I          |

Method of assessment:

Q – Proof of qualification; A – Application/personal statement; I – Interview; T – Skills test.

## Direct Reports

None.

## Review and Approval

|                       |                               |
|-----------------------|-------------------------------|
| <b>Approved by:</b>   | J. Giles                      |
| <b>Position:</b>      | CEO                           |
| <b>Date approved:</b> | 06/12/21                      |
| <b>Reviewed:</b>      | 01/04/2024 – Head of Services |