



Clybiau  
Plant Cymru  
Kids' Clubs

WLT/09/24

# ASSISTANT WELSH LANGUAGE TRANSLATOR

## Application Pack

[TO ACCESS THIS PACK IN  
WELSH, CLICK HERE](#)

A company limited by guarantee 4296436  
Registered Charity 1093260 Working in partnership with:



# ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

## **We provide childcare business support and training:**

### **Childcare Business Support**

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

### **Training**

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

# BENEFITS OF WORKING WITH US

## Experience the Clybiau Plant Cymru Kids' Clubs difference

### Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

### Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

### Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

### Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.



### STAFF SURVEY 2023

100 % AGREED

I feel encouraged to come up with new and better ways of doing things



100 % AGREED

My job makes good use of my skills and abilities

100 % AGREED

I am encouraged to do my best



100 % AGREED

The organisation visibly demonstrates a commitment to quality



CLYBIAUPLANTCYMRU.ORG

REGISTERED CHARITY/ELUSEN GOFRESTREDIG: 10932601  
COMPANY LIMITED BY GUARANTEE/CYMMI CYFYNGEDIG  
TRWY WABANT: 4296436



# BENEFITS OF WORKING WITH US

## For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

## For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

## For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



# WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“ I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together. ”

“ I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs. ”



“ As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive. ”

# THE ROLE OF THE ASSISTANT WELSH LANGUAGE TRANSLATOR

Clybiau Plant Cymru Kids' Clubs wishes to appoint a part time (16 hours) Assistant Welsh Language Translator, to be based in one of our regional offices in either Cardiff, Crosshands or Colwyn Bay, with an agile working agreement in place.

The salary of £24,496 pro rata (£26,421 pro rata upon confirmation in post) is based on a 16 hour week, payable monthly by credit transfer. The work demands flexible hours and may include evening, weekend and occasional nights away from home. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The Admin Team is led by the Senior Administrators. The Assistant Welsh Language Translator's main responsibilities are listed in the evaluation criteria. You will need an understanding of Windows and Microsoft packages including Word, Excel, Outlook, Teams and Access & be willing to learn about and use new software packages and online monitoring systems.

The main focus of the role is to support the translation all company literature, to include letters, forms, grant applications, website information, newsletter articles, leaflets, publications, social media content etc from English into Welsh, and from Welsh into English if applicable. The candidate must have a high level of accuracy, and pay close attention to detail. Proof reading will also feature in this role.

The successful candidate should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand and to meet the requirements of the role, to continue their professional development and to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

# JOB DESCRIPTION

## Job Title

Assistant Welsh Language Translator

## Location

Based from the office in Cardiff, Crosshands or Colwyn Bay office with agile working agreement in place.

## Hours of Work

16 per week (Monday – Friday)

## Responsible To

Senior General Administrator / Marketing & Communications Officer

## Pay Scale

£24,496 pro rata (£26,421 upon successful confirmation in post, normally after 6 months)

# KEY TASKS AND RESPONSIBILITIES

To support the efficiency of the National and Regional Offices through the provision of an efficient and effective translation and administration service. including marketing and communications.

1. To support the translation all of the organisation's letters, documents, newsletters, social media copy and publications into Welsh, or into English as appropriate
2. To assist in the content/ maintenance of the company and project websites, social media and marketing.
3. To contribute to the overall efficiency of the office, providing administrative skills for the office.
4. Translation of learners work for IQA.

# KEY SKILLS & EXPERIENCE

## Essential

- Ability to speak and write in both English and Welsh.
- Translation experience or relevant qualification with the ability to translate from English to Welsh and vice versa.
- Administration experience.
- Excellent computer literacy skills – in using Microsoft applications such as MS Word, Access, Excel and Outlook, MS SharePoint and Teams and Zoom. Experience in using a Customer Relationship Manager (CRM), and updating websites and social media sites would be an advantage.
- Excellent literacy and numeracy skills.
- Excellent interpersonal and organisational skills, with the ability to multi-task.
- To promote and maintain a professional image in line with organisational policy., with a professional telephone manner, excellent written and verbal communication skills and a flexible attitude that can adapt to the varying requirements of a dynamic and busy office. Discretion and confidentiality in handling personal details is also essential.
- Ability to follow oral and written instructions.
- Willingness to undertake a variety of different tasks.

## Desirable

- Good problem-solving skills.
- Good keyboard speed.
- Experience with design and marketing using various programmes such as Canva Capcut/Kapwing and buffer.
- Good knowledge of promotion on social media platforms.



# EVALUATION CRITERIA

## OBJECTIVE 1.

To support the translation all of the organisation's letters, documents, newsletters, social media content and publications into Welsh, or into English as appropriate.

## PERFORMANCE CRITERIA

- To receive English documents for translation, and to translate into Welsh within an agreed timescale, dependent on the size of the document.
- To proof read documents and suggest amendments to the Senior General Administrator before a final copy is sent for print.
- To translate correspondence received in Welsh into English.
- To ensure that the organisation's bilingual policy is adhered to in all instances.

## OBJECTIVE 2.

To assist in the content/ maintenance of the company and project websites, social media and marketing.

These tasks are shared among all of the Administrators in the office.

## PERFORMANCE CRITERIA

- Oversee the updating of the regional training pages on the website, ensuring that Welsh and English sites are kept up to date.
- Update other sections of the Clybiau Plant Cymru Kids' Clubs website as directed.
- Assist the Communications and Marketing Officer in delivering dynamic membership communications, including a Weekly Bulletin, Y Bont newsletter, membership mail outs, text messages and social media content. To include proof reading, ensuring company guidelines and style is adhered to and supporting content generation.
- Support the monitoring and reporting on the effectiveness of our communications and marketing strategy.

### OBJECTIVE 3.

To contribute to the overall efficiency of the office and organisation, providing administrative support for the National and regional teams.

### PERFORMANCE CRITERIA

- To ensure that visitors are signed in, and offer refreshments. The administrator should ensure that the recipient is aware that their visitor has arrived.
- To receive and dispatch deliveries using a courier service.
- Typing, word processing, filing, answering the telephone in a professional manner and other general office duties.
- Draft correspondence, memos and other materials as required and use a photocopier for the reproduction of documents.
- Contribute to the review and development of administrative and office systems and processes by suggesting improvements and working with team members to improve efficiency and effectiveness of all processes.
- Respond to Task Requests within the agreed timescale and communicate effectively with colleagues (within the Admin Team and wider organisation) to support this process. This varies dependent on the size of request, but an update is required on a daily basis.
- To assist in formatting of documents and/or training materials in company style.
- To maintain the office area, ensuring that it is presentable and compliant with Health & Safety procedures at all times.
- To contribute to keeping the office clean, tidy and well stocked and ensure that equipment remains in good working order, following up with external contractors where necessary.
- Provide support for the Chief Executive Officer and Senior Management Team.
- Provide cover for other administrative duties during periods of sickness or annual leave.
- Assist in data collection by phone and email, and input data accurately into relevant systems.
- Promote the organisation's membership, and promote available training and projects by phone and email where required.
- To promote and maintain a professional image in line with organisational policy.
- To undertake relevant training to continue own professional development.
- To participate in work towards furthering the organisation's Strategic Goals.
- To take on the responsibility of championing a specific area of work, including attending training relevant to supporting this. Champion areas include GDPR/Cyber Essentials, Health and Safety and Marketing and will be agreed in accordance with individual skills, experience and the needs/requirements of the organisation.
- To receive and log incoming mail and distribute as appropriate.
- To make and receive telephone calls and to direct callers to the proper respondent or take appropriate messages in their absence.
- To deal with enquiries and requests from internal staff and external bodies in a professional and efficient manner.
- Assist with the production and formatting of documents and training courses.

## OBJECTIVE 4.

Translation of learners work for IQA.

## PERFORMANCE CRITERIA

- To translate written work for qualifications verbatim from Welsh to English.
- To translate recorded audio files verbatim from Welsh to English.
- Translate from Welsh to English assessments and supporting documents provided by learners completing qualifications for IQA purposes.



# HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

## The key dates:

- Deadline for applications – 30/09/2024
- Invite candidates to interview – By 03/10/2024
- Interviews will take place week commencing 07/10/2024

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.

 02920 741000

 [recruitment@clybiauplantcymru.org](mailto:recruitment@clybiauplantcymru.org)



**Clybiau Plant Cymru Kids' Clubs  
exists to help communities in Wales by  
promoting, developing and supporting  
quality, affordable, accessible out of school  
childcare clubs.**

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

**GOOD LUCK WITH YOUR APPLICATION!**

**[www.clybiauplantcymru.org](http://www.clybiauplantcymru.org)**