

Trainee Translator Opportunity

We have an exciting opportunity for talented graduates to train for 3 months as a Translator on our 3 month Trainee Translator programme. The programme is designed to give newly-qualified linguists the opportunity to embark on a career in translation while getting support and training from a multinational company.

Admission to the scheme

The scheme is open to:

- Individuals with a pass, or above, in the MA in Translation Studies. The scheme will initially be launched with Spanish language speakers. You must hold an EU passport and/or be eligible to work in the UK.

Admission deadlines

The opportunities will commence in January 2011 and we are **seeking applications immediately for a start date in the New Year.**

Following this initial intake, admissions to the scheme will be accepted on a quarterly basis as detailed below:

- End of March for a start date of 1 June
- End of June for a start date of 1 September
- End of September for a start date of 1 December
- End of December for a start date of 1 March

Selection Process:

If you are interested applying for this training opportunity you will be required to complete a translation test and a telephone interview. Acceptance to the programme will be dependent on your performance in this process and availability of posts as we expect a high level of interest in the programme.

This is a work based programme and you will work on suitable live jobs with a review stage built in. You will receive ongoing feedback on your progress and performance and you will be assigned to an Editor in your language group who will provide ongoing support, mentoring and feedback.

At the start of the training programme you will receive a comprehensive induction detailing the translation technology in use at thebigword and how to work with it.

We also have a Buddy Scheme in place at thebigword which aims to provide new starters with an additional source of help and information during their first few weeks with the company.

Payment

You will be employed by thebigword on a 3 month fixed term contract and you will receive a monthly salary of approximately £960 per month less appropriate deductions for tax and national insurance. You will be paid in arrears on the 20th of each month and you will need to open a UK bank account when you arrive in England.

You will therefore need to make sure you have enough funds with you when you arrive to cover living expenses until you get paid at the end of the month. Information with regards payment will be confirmed to you if you are offered a contract as a Trainee Translator.

Getting to Leeds

Leeds has excellent transport links and is served by Leeds Bradford International Airport. Manchester airport is also close by with a direct rail service from Leeds.

Relocation Costs

Thebigword does not pay for the cost of relocation for successful applicants.

Holidays

You will accrue 5 days holidays during your 3 month period of employment with thebigword. Holidays not taken by the end of your 3 month training programme will be paid in your final salary payment.

Accommodation

Thebigword will arrange for accommodation for the duration of your 3 month contract of employment, the accommodation will be a room in a shared house with other trainees participating in the programme close to our Head Office. Thebigword will pay for the rental of this accommodation and for bills (water, gas, electricity etc) however you will be required to reimburse us for the cost of the rent and bills for the period of your stay. We expect the cost of this to be typically £350 to £400 per month however this will be confirmed to successful applicants before the start of the programme.

Hours of Work

Hours of work will be 37.5 hours per week, Monday to Friday 9.00 am to 5.30 pm with an unpaid one hour lunch break. We would expect that you will be available for the full duration of the 3 month training programme.

Location

This programme will take place at thebigword's Head office in Leeds, West Yorkshire located in the North of England. Leeds is a vibrant and successful city with a large student population it has many bars, shops, restaurants and varied leisure facilities. Close by is the beautiful countryside of the Yorkshire Dales which is great for walking, hiking and mountain biking. The historic city of York is also within easy reach and is a major tourist attraction in the area.

Dress Code

All employee at thebigword are expected to wear smart business dress Monday to Thursday, on Friday's we have a dress down day and you able to attend work in casual clothing.

Secondary Employment

You are not permitted to take up any secondary employment outside of your working hours at thebigwordgroup without prior agreement from your Line Manager. You are not able to undertake any activity that may create competition to thebigwordgroup or create a conflict of interest such as working as a freelance translator.

What happens at the end of the 3 month Programme?

At the end of your 3 month contract of employment we would expect you to be performing at competent level so that you would be eligible to move into the freelance market and work for thebigword as a freelance supplier at a competitive market rate.

We are seeking to increase our supplier pool of linguists and we have a high level of demand for your language group.

Alternatively you will be free to apply for any internal vacancies that may be available at the end of your 3 month training programme.

How do I apply?

If you are interested in applying for this opportunity then **please contact Adam Dean – Language Department Manager at adam.dean@thebigword.com**.