



# Volunteer role description: Translation Volunteer Wales

## Section 1: What is Making Music and what do we do?

### Vision

Everyone has opportunities within reach to make and present their kind of music with others.

### Mission

Making Music is a membership organisation which supports, stands up for and celebrates groups of people making and presenting music together in their leisure time across the UK.

### Objectives

In the next five years (2017-2021) Making Music will:

1. Help Making Music groups become stronger and better able to connect with new members and audiences
2. Stand up for and celebrate Making Music groups, their members, and others coming together to make or present music in their leisure time across the UK
3. Invite and welcome all kinds of music groups to become part of the Making Music community
4. Ensure Making Music is sustainable and robust for the longer term

For more information, please visit <https://www.makingmusic.org.uk/about-us/annual-report-and-accounts>

## Section 2: Purpose of role

To accurately translate text from English into Welsh and Welsh into English as required to ensure Making Music is positively represented across Wales.

## Section 3: Main activities/tasks will include:

- Translation of material for the Making Music Wales website
- Translation of relevant Making Music flyers
- Translation of Making Music marketing & support materials
- Translation of some Making Music member support materials
- Identification of key Welsh documents of potential interest to Making Music

## Section 4: Skills/experience required:

### ***Essential***

- Excellent command of the Welsh & English languages
- Grammatical accuracy as it relates to Welsh-English & English-Welsh text translation
- Good proof reading skills
- The ability to work to deadlines
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### ***Desirable***

- An interest in Voluntary Music, particularly in Wales
- An understanding of music-specific terminology

**Section 5: Application process**

Applicants must complete the volunteer application form (a C.V. is not required but may be supplied if you wish) and details of one referee. An informal interview to discuss the role in more detail is required (either in person or by skype /telephone as appropriate) before a position can be offered.

**Section 6: Training offered**

A full induction will be provided. Regular in-house training on best practice will be given, and further training may be offered where resources allow.

**Section 7: Location**

Home based, with occasional travel further afield by agreement.

**Section 8: Expenses**

Out of pocket expenses, supported by receipts, will be paid in line with Making Music's Expenses Policy.

**Section 9: Hours**

There are no set shifts, and some flexibility would be appreciated. We would like the Welsh-English-Welsh Translator to be able to commit to at least 2 hours per week.

**Reporting to:** Abigail Charles, Manager - Wales

**Contact information:**

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