

Welsh Language Officer

The National Lottery Community Fund has flexible roles that enable our people to give their best, broaden their skills and manage their career path. This job profile isn't intended to be an exhaustive list of your duties, rather it gives you an outline of what your role will involve. It will be for you to work with your colleagues to develop and shape your work in line with our strategic objectives and the objectives of your team.

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Our Officers

As an officer at the Fund, whatever your specialism, you'll have plenty of scope for autonomy and responsibility. You'll use your judgement and knowledge to make recommendations and decisions, and your skills in understanding the needs of different customers, providing advice and feedback will come to the fore. You won't need much supervision or oversight from your senior colleagues taking personal leadership of your own work and your own development. You will take pride in your work and positively influence and engage with our customers and stakeholders both internally and externally.

Your role

In this particular role, you'll lead on ensuring we fully comply with the Welsh Language Standards, across all offices for The National Community Lottery Fund and monitor emerging good practice to ensure the Fund continues to be an exemplar in its support for customers and its staff.

You will lead on the overall compliance with current Welsh Language legislation, and ensure we, and our funded projects fully comply with the requirements of the Welsh Language Standards given to us in our Compliance Notice by Welsh Government.

You will work strategically with staff at all levels across the organisation to ensure we are compliant with our Welsh Language Standards so that we demonstrate to our customers we treat Welsh and English languages equally in our work.

When an expert view is needed, you will act on behalf of the organisation and on behalf of staff across all levels to discuss and determine the right approach when it comes to our Welsh language service.

You will be the organisation's main contact with the Welsh Language Commissioner and staff within his/her office and you will ensure that all monitoring requirements including our annual report on the Welsh Language Standards are completed on time.

You will lead and deliver language awareness training and information to staff, projects and customers at all levels of understanding.

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You'll ensure colleagues across the UK understand, supported and enabled to meet the Welsh Language Standards in all parts of the business.

You'll ensure that all our events, online and offline materials, including new web pages, corporate publications and initiatives meet or exceed the new Standards Supporting the Welsh Language Translator, you will provide high quality translation to the business when required.

You'll support customers throughout their journey with The National Lottery Community Fund, putting our customers at the heart of our work is essential, and you will support the delivery of excellent bilingual customer communications.

You will ensure that, wherever possible, we are working to help to achieve the Welsh Government's target of 1 million Welsh speakers by 2050.

Your experience

As an officer, you may have been promoted through our internal career paths having demonstrated your skills and leadership abilities or alternatively you may come from an external field. Either way, you'll need to demonstrate your experience and qualifications in these areas:

- Must have an understanding of the background to and aims of current Welsh Language requirements in terms of Legislation, Frameworks and Standards
- Fluent in oral and written Welsh, with a proven record of high quality Welsh proof reading
- Experience in leading presentations that are tailored to internal and external audiences
- Experience in giving training such as Language Awareness training to staff and customers
- Experience of using persuasion skills to ensure Welsh language buy in across the organisation
- Ability to and experience of working closely with the main Welsh language organisations
- Ability to coordinate systems and processes and develop effective working relationships to enable collaboration across the fund
- Ability to work accurately to tight deadlines
- A strong understanding of the importance of brand across the communications mix

You will be able to

LEADERSHIP & MANAGEMENT

- Be engaged and enthusiastic in working towards shared goals, and encourage others to do the same
- Be committed to the Fund's vision and principles, and encourage others to do the same
- Take ownership of your own personal development by identifying your strengths and areas for development, using available resources to support this.

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- Be a supportive team player who shows interest in others, and develops a range of contacts outside own team to help get the job done

BUILDING GREAT RELATIONSHIPS

- Network internally and externally, putting yourself in the position of customers and acting on the things that matter to people
- Communicate in a honest and engaging manner, with the ability to Influence and negotiate using good arguments and a range of strategies to convince others
- Listen actively, and respond to others in an informed way, recognising the contribution and value of diverse viewpoints

PERSONAL RESPONSIBILITY

- Continually seek and act on feedback to evaluate and improve your own performance
- Remain calm under pressure and handle multiple and competing priorities, supporting others when needed
- Take ownership and be accountable for your own work, and encourage colleagues to do the same

DELIVERY

- Identify opportunities to share learning, knowledge and information, and make improvements by working with colleagues
- Actively use the systems and data at your disposal to complete your own work effectively and improve the work of your team
- Actively seek out and analyse available information, using it to inform your judgement and complete your work effectively
- Be responsive to emerging issues and trends which impact on your work, the work of your team, or the Fund
- Understand the requirements of good governance and provide solutions to risks and issues

Our mind-set

- I am passionate about the potential of making excellent grants
- I am committed to effective networking across and beyond the Fund
- I value the diversity and aspirations of communities and colleagues recognising the need to provide equality of opportunity
- I am curious and actively seek new ways of doing things
- I will listen, learn, provide and encourage feedback and challenge
- I am responsible and accountable for the work that I do
- I work flexibly and collaboratively to meet the needs of others
- I apply knowledge and experience to share my learning
- I want to make the Fund a great place to work

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Your job family is	Operational Delivery	Your Directorate is	Wales
Your mode of working is	Office	Your role template is	Officer