



Trust, Hanover (Scotland) and Bield Housing Associations provide, in total, 11,200 houses throughout Scotland and are leading voluntary sector owners, managers and developers of Supported and Care Housing and services for older people throughout Scotland.

The 'Happy to Translate' is one of the initiatives developed by the Associations' Equal Opportunities Programme. Happy to Translate is a symbol which demonstrates an organisation's commitment to providing translation and interpretation services aimed at enabling service users in overcoming language barriers and is a key tool for participating organisations in providing black and minority ethnic communities with equal access to information and services.

Policy and Operations Officer (Happy to Translate)– Temporary until March 2011
Salary £24, 307 (Pro-rata) per annum plus car allowance

We are looking for someone with skills and experience to monitor and evaluate the processes developed for implementation of the Happy to Translate initiative by member organisations. The post holder will be responsible for developing new tools and guidelines to take the initiative forward.

The post holder will visit Members and will advise on – and monitor compliance of the guidelines and conditions associated with the use of the logo. The post holder will also convene meetings with Members to discuss the services of the initiative.

The post holder should be highly motivated and confident with a knowledge and appreciation of the benefits to an organisation in subscribing to Happy to Translate.

You should be able to demonstrate good organisational and IT skills in addition to excellent communication, presentation and persuasion skills to maximise the use of the logo guidelines by organisations.

For an informal discussion, please contact Rohini Sharma Joshi, Housing Equal Opportunities Manager on 0131 444 4950.

The post holder will be employed by Trust and will be based in Edinburgh, although travel throughout UK to meet prospective member organisations will be a feature of the post for which travel expenses will be reimbursed.

For an application pack, please telephone our 24 hour recruitment line on 0131 444 4999 or email jobs@trustha.org.uk, quoting the appropriate reference. Or download from our website: www.trustha.org.uk
Alternatively write to:

Human Resources
Trust Housing Association Ltd
12 New Mart Road
Edinburgh
EH14 1RL

Closing date for applications is Friday 19th March 2010.

We are pursuing a policy of equal opportunities and welcome applications from all sections of the community.