

Benefits of Working at Wolfestone

- A young and dynamic workforce!
- Fast growing company means possible opportunities for career progression
- Varied projects, from subtitling for Hollywood films to voiceovers for e learning facilities
- An outstanding mentor scheme
- Training opportunities through workshops, presentations and job shadowing
- Opportunities to learn new technology such as our Project Management system Synergy X and our CAT tool XTM. As well as other programmes such as InDesign.
- A performance management system centred on ensuring individuals make progress towards personal development goals
- We have achieved the Investors In People award which means we are committed to developing and harnessing the skills of our people

Placement types

Standard Internships

In order to ensure the best possible experience for our Interns we prefer to accept Internships in set 3 monthly periods. These periods are Jan-March, April-June, July-Sept, Oct-Dec. This means we can schedule inductions, workshops, presentations, one to one feedback sessions etc so that all of our Interns can get the benefit of the wisdom of our very talented staff! If you are looking for a 6 month Internship rather than a 3 month Internship then that's fine you can just specify 2 placement periods. We would normally recommend however spending no more than 3 months in one department as we feel this is ample time to gain a full insight into the role.

Work experience

We can sometimes accommodate one week work experience placements for those who just want to get an idea of what it is like to work in a role rather than actually training and developing their skills. These placements are limited and subject to office capacity.

Shadowing

We can also offer one or two days shadowing a member or members of staff for those that just want an idea of 'a day in the life of...'. Again these opportunities are limited due to office capacity and staff workload.

The Mentor Scheme

Interns are assigned a mentor from day one of their placement. Mentors guide and advise their Interns on their work and provide feedback on tasks completed. They act as your first point of contact for any issues you may have during your placement at Wolfestone.

On your first day you will be given an induction to the company, including all health and safety aspects. You will also be asked to fill in a questionnaire on your reasons for doing the internship so that we can ensure your experience is beneficial. We will ask you to set yourself a maximum of three objectives for personal development during your placement. It is then your mentor's responsibility to ensure that you make some progress towards achieving these objectives.

Half way through your internship your mentor will hold a review interview with you to find out how your placement is progressing and if you are making good progress on your objectives.

At the end of your placement your mentor will hold an exit interview with you to find out what went wrong or right during your time at Wolfestone and to ask you for some general feedback on whether you managed to achieve your personal objectives. We make continuous improvements on our Internship programmes and value our Interns honest feedback on how to make the placement an even better experience for all concerned.

The Value of Internships

Internships can give you an insight into the field of work you may be interested in and provide you with a way of testing the waters before finding a full time role. You may find that the particular job wasn't what you expected or that it may not be your dream after all so it's always sensible to try before you buy! It can also give you relevant practical experience to put on your CV when you are applying for full time positions, even if you decide against that particular role, you will inevitably pick up transferrable skills such as organisational or time management skills.

With currently 2.69 million unemployed people in the UK, the highest unemployment rate since 1996, the competition for jobs is extremely fierce. Graduates are finding themselves up against experienced candidates and the number of young people looking for work has hit a new record of 1.043m.

Some Interns get lucky and impress their employer so much that they don't want to let them go.

That's exactly what happened in the case of these 2 Wolfestone employees. Read their case studies below:

Case study 1: Jenny Green

Sales/Project Manager

Having graduated from Cardiff University in 2010 with a BA in Pure Mathematics and French, Jenny moved to Swansea to develop her skills in translation and learn more about the industry. She is a registered student with the IOL and a student associate of the ITI and regularly attends their CPD events. Jenny proved herself to be invaluable to the company and in December 2011 she was employed as a

Jenny joined Wolfestone Translation in 2011 to complete a 3 month translation internship as a Sales Executive. Jenny has now joined the Certified Translations team, managing the certified translation process from first enquiry to delivery of the translation. This role gives Jenny the chance to put her Translation skills to best use.



Case study 2: Silke Luehrmann

German Translator

Silke holds an M.A. in American Studies, English Language and Literature and Russian from Marburg University in Germany. She has also studied at Yale University, held research fellowships from the Free University of Berlin and the University of California at Irvine and attended Summer School classes at the British Centre for Literary Translation (BCLT) and the University of East Anglia, where she worked with distinguished writers and literary translators.

Silke originally joined Wolfestone as an intern on a 3 month placement to learn more about the business and project-management sides of the language industry. She proved herself to be an extremely talented and thorough translator and as a result she was offered a full time position as an in-house translator.

