

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 programs, such as InDesign.
- A performance management system centered 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

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 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 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.

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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 programs 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 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 role, you will inevitably pick up transferrable skills such as organizational or time management skills.

With currently 1.7 million of unemployed people in the UK, the competition for jobs is extremely fierce. Graduates are finding themselves up against experienced candidates and the number of young people looking for work is high - 853,000 in Dec. 2015.

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:

Valeria holds a B.A. in Intercultural and Linguistic Mediation from the University of Bologna in Italy, where she studied English and French, and a M.A. in Translation and Interpreting from Swansea University.

Valeria originally joined Wolfestone as an intern on a three-month placement to learn more about the translation industry. During her internship, she translated and revised different types of texts and worked in close contact with the Vendor Management Team supporting them in their daily tasks and proving herself to be a valuable collaborator. Thus, she was offered a part-time position as Vendor Coordinator.



Case study 2:

Andrea studied English Translation and Interpretation in the University of Murcia, Spain. She studied German as the second language and Italian as the third language combination. To improve her German language skills, she worked as an Au pair in Koblenz, Germany for a year and after that immersion in the German culture, decided to jump to the United Kingdom so as not to forget the English language.

After living in Bristol for a year and working as a Customer Service Advisor, she moved to Swansea to join Wolfestone as she started a Translation Internship on a 3-month placement, as she wanted to learn more about the business and she realized that the project-management side of the language industry was her desired role. After her first month of internship where she learnt a lot about the role of a Project Manager she applied for a position within the team and she was selected and offered a full-time position as a Translation Project Manager.

