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| **Working for The Transcription Agency, a VIQ Solutions company**  This position will not suit as a sole source of income but would be advantageous for someone who wants to add to an existing income. We are extremely flexible and accommodate your personal commitments as much as possible. You must, however, have regular availability of at least two days per week.  The Transcription Agency is a leader in the speech-to-text editing industry with a longstanding history of providing recording and editing services globally and throughout the UK. In this role, you will create an accurate, chronological, clear log of speakers at select committee meetings so that our editing team can produce an exact transcript of proceedings. No two committees will be the same and you may encounter content that is of a sensitive and challenging nature, so this role is best suited to those with a strong disposition. The witnesses called will come from all over the world and all walks of life, so it is essential you are comfortable and confident with all accents and dialects. The type of people who are most suited to the work are conscientious, enjoy the challenge of listening and concentrating to groups of people talking about a wide range of topics, and enjoy doing a job by giving 100%. Above all else they are totally reliable.  Meetings will be broadcast live and recorded, so you may appear on camera in the public domain (Parliament TV).  All applicants will be expected to complete Stages 1 and 2 before becoming a member of The Transcription Agency training team. All applicants who reach Stage 2 will be expected to complete the assessment period on site at the Houses of Parliament on the payment rates noted below and detailed in the Terms of Payment provided at Stage 2. |
| **Application Process** |
| **Stage 1 – Complete Application Transcript**  Send your completed Application Transcript via the upload form; this will be assessed within 10 working days. You will receive an email advising whether you have been approved for training. |
| **Stage 2 – Training**  If your Application Transcript is completed to the required standard, you will commence training where The Transcription Agency will invite you to attend the Houses of Parliament, initially alongside experienced members of the team. **This work will be paid** but you will continue to be assessed on how you complete these real logs. During this time, the work The Transcription Agency can offer you may be sporadic due to the ad hoc nature of our contract and limited space inside committee rooms. The rate of pay is a daily attendance fee of the London Living Wage at a set number of hours (dependent upon your travel time), plus a 50% contribution to your off-peak travel costs. You should consider your first few committees to be your initial training where you will receive a great deal of information from your training logger before you attend solo and receive feedback from the management and editing teams. |
| **Welcome to the Team**  If you complete training successfully then you will become a member of The Transcription Agency’s editing and transcription team. |
| **If after completing either Stages 1 or 2 you feel that you no longer wish to continue with an application, it would be much appreciated for future recruitment purposes if you could send a short email explaining why you decided that you do not want to proceed. In the event of this we will ask for your confirmation as to your end of work preferences regarding your personal data.** |