

Employer:	Advising Communities (AC)
Responsible to:	Head of Operations
Employments Status:	Volunteer
Hours:	1-2 hours, as and when required
Availability:	(Monday to Friday) flexible to your availability
Duration:	Minimum 3 - 6 months

Role summary

Many people in need of advice speak limited or no English. We never turn anyone away due to the language they speak and ensure they can access the same quality advice as anyone else. In addition to a weekly 'multi-lingual' advice session, we also run a dedicated weekly service (including advice appointment slots) entirely in Spanish, due to the huge demand for this language in the local community.

We are looking for volunteer community interpreters covering a range of languages, including (but not limited to) Spanish, Portuguese, Turkish, Arabic, Somali, French, Tigrinya, Amharic, Polish and Italian. For Spanish and Portuguese speakers, we are looking for individuals that can commit to a regular volunteering position every Friday. For other languages, engagement will be more ad-hoc, depending on your availability and our need.

Your role will be to interpret (and on occasion translate) from English to that of a specified language and vice versa during pre-booked advice appointments and other services.

Responsibilities

- Interpreting between the client and Advising Communities' adviser
- Assisting advisors/clients in making phone calls on their behalf
- Supporting advisers with basic administration as required during the appointment

Our requirements

- Fluency in speaking and writing in English and one of the languages listed above
- A professional qualification in community interpreting (desirable)
- Understanding of the importance of confidentiality
- Excellent communication skills, both verbally and in writing
- A willingness to attend training and other meetings
- Approachable, friendly and impartial
- Ability to work as part of a team

If you would like to apply for the role or require further information, please visit: www.advisingcommunities.uk or call 03000301121