

Volunteer Role Description Interpreter/Translator



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Report to: Community Development Worker

Role Summary

The Volunteer will be under the direction of the Community Development staff. The Volunteer will be required to assist Community Development Workers and Outreach and Family Link staff with translation of conversations, including telephone calls and written correspondence.

Key activities:

- Translation of conversations from spoken language into English and back again
- Translate written correspondence from written language into English and back again
- Translate English flyers/posters and other advertising material into other language
- Ensure confidentiality of all information is maintained

Skills required:

- Languages (Urdu, Pashtu, Hindi, Polish, Latvian, Gujarati, Punjabi, Bengali, British Sign Language), both written and spoken
- Personable, empathetic and professional communication skills; able to communicate at different levels
- Able to get on well with others

Volunteer requires enhanced DBS disclosure, which The Healthy Living Centre can arrange.

There may be opportunities for supported training and development depending on the person and their interest.

This Role Description is an overall activities list and does not form any part of a contract of work.

Last updated: March 2017