

Volunteer Translator Role

Monday-Friday 10am-12 noon

This volunteer role provides a communication link between service users and staff and volunteers who provide our essential services. Many of our service users do not speak English as their first language and they rely on high-quality, confidential interpretation and translation to relay their personal information. The aim of this role is to improve the well-being and circumstances of our clients, by providing support during our Welfare Service and Learning & Development Service at our drop-in day centre.

We are currently recruiting for Volunteer Translators with the following languages:

- Romanian
- Lithuanian
- Polish

What's involved?

1. Facilitating communication between project workers and service users by providing interpretation and/or translation services.
2. Assisting service users in completing forms in their own language if required.
3. Translating forms from English to the chosen language.
4. Concerns & Safeguarding – to report to a member of staff if you have any concerns about a client's well-being or support needs. Many of our clients are classed as vulnerable adults and there is legal requirement to share any concerns about their safety or health.
5. Policies & Procedures – volunteers need to be familiar with the policies and procedures in the Wintercomfort Volunteer Handbook, and ensure that they are carrying out tasks within these guidelines at all times. In addition, our procedures do get updated from time to time - if in doubt always check with a member of staff.

What's in it for you?

Join our team and you can benefit from a fulfilling and rewarding experience, to making new friends and gaining valuable experience.

This role will suit people who are:

- Fluent in speaking and writing in English and at least one of the languages listed above.
- Approachable, friendly and impartial.
- Able to work independently and as part of a team.
- Confident talking to people.

This is a voluntary role and this arrangement is not legally binding or an employment contract.