

Volunteer Role Description

Volunteer Interpreter

Southend Stronger Families

Location:

Within Southend Borough Council

Purpose of Role:

To be part of a friendly team providing caring, empathetic and holistic support to local families.

We are particularly looking for people who are fluent in Polish, Portuguese, Czech and the Hispanic languages.

Responsibilities / role description:

- Interpreting to families on behalf of Family Support Workers and Family Support Volunteers who are empowering families to be independent
- Interpreting to Family Support Workers and Family Support Volunteers on behalf of the families
Ensuring you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults
- Complying with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users, volunteers and other members of the community
- Complying with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare

Time commitment required:

On average one to four hours a week

Skills and Attributes:

- Fluent in speaking and writing in English and a second language we are particularly looking for people who are fluent in Polish, Portuguese, Czech and the Hispanic languages
- Able to understand the importance of confidentiality
- Excellent communication skills
- Friendly, empathic and non-judgmental attitude
- A willingness to attend training and other meetings
- To be approachable, flexible and impartial
- To be able to work as part of a team

Benefits of Volunteering:

- Able to help Family Support Workers and Family Support Volunteers to make a real difference
- An excellent opportunity to develop new and existing skills
- The chance to be at the heart of your local community, meet new people and be part of an enthusiastic team
- Ongoing training and support
- Out of pocket expenses
- A reference

The Volunteer Recruitment Process:

- We ask you to complete an application form
- We invite you to an informal meeting to explore your application and suitability for the role. This is also an opportunity for you to ask questions to help you decide for yourself whether the role is right for you
- If it is decided that the role is not for you, there will be an opportunity to explore other volunteering opportunities within the organisation with the Volunteer Coordinator
- If it is decided that you will proceed with your enquiry, you will be asked to provide two references and undertake a DBS check
- Once we received satisfactory references and a DBS check you will be invited to undertake the Induction programme and a start date will be agreed
- You will be provided with ongoing support through regular supervision meetings, regular training and any other support as required

Please send the completed application to Deborah.webb@family-action.org.uk

For more information about the role please email Deborah or call on 01702 431109

