



JOB DESCRIPTION

DESCRIPTION

Job Title	Ukrainian/Russian Interpreter
Responsible to	Operations Manager/Hub Co-ordinator
Work Base	Victoria Park Community Centre, Bridgwater
Salary	£24,960 Per Annum FTE pro rata (£12 per hour) £11,232 for 18 hours per week £ 8,736 for 14 hours per week

CONDITIONS OF EMPLOYMENT

Term	One year fixed contract from 1 September 2022
Working Hours	Part Time
Annual Leave	28 days including bank holidays (pro-rata)
Probationary Period	3 months
Notice	1 month, after Probation
Expenses	car use to other locations (Mileage)

JOB PURPOSE

Diversity Voice is a small Somerset-based charity that helps local people whose first language is not English (EAL). We provide support by offering English classes, interpretation, translation and advice in order to help EAL individuals and communities living in Somerset to overcome barriers to participating fully in the local community.



The Interpreters will work across Somerset in the Community Hubs that will be set up to welcome Ukrainian guests and other refugees. The interpreters will work at programmed times to provide language support for Ukrainian guests and their host families and sponsors

The aim of the Welcome Hubs is to:

- Assist and empower refugees and guests to become independent and integrate into their local, and wider, communities
- Enable refugees and guests to access both statutory and community services in their local communities
- Support the sponsors through their relationship with their guests
- Working together with external partners and organizations to provide services to refugees and guests
- Assist with events and activities

The Ukrainian interpreters will be a vital component of the success of the Hubs, by providing interpretation and translation skills at the hubs.

UKRAINIAN/RUSSIAN INTERPRETER TASKS AND RESPONSIBILITIES

- Attend Hubs across Somerset at set times
- Provide interpretation and translation services as requested (mix of appointments and ad-hoc support)
- Report about your work to colleagues, trustees, and other stakeholders and share best practice
- Maintain records and collect data, and comply with internal administration systems
- Manage your diary, which will include appointments across Somerset
- Ensure that the values of Diversity Voice are championed and adhere to confidentiality requirements
- Attend training and undertake any other duties that may be reasonably required using the skills you have.
- Ensure that the values of the Diversity Voice are promoted at all times.
- Promote and adhere to all policies adopted by the Board of Diversity Voice.

You will be required to complete an application to the Disclosure and Barring Service, comply with the terms of the Data Protection Act 2018 and use your own vehicle, which must be roadworthy and appropriately insured.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018.



Candidate Specification

Skills and Abilities	
Ability to create a trusting environment to engage people	Essential
Good IT skills and the ability to use MS365	Essential
Excellent communication skills both oral and written	Essential
Ability to work successfully as part of a team	Essential
Fluency in English	Essential
Fluent in Ukrainian	Essential
Fluent in Russian	Desirable
Experience	
Working in advice or community work	Essential
Remote working	Desirable
Working with vulnerable groups	Desirable
Education	
Qualification in Interpreting	Essential
General education to age 18	Essential
Specialist Knowledge	
Challenges of living in a new country	Desirable
Understanding of community work	Desirable
Understanding of statutory and voluntary services in Somerset	Desirable
Understanding of intercultural integration	Desirable
Work-related Personal Qualities	
Highly motivated	Essential
Team player	Essential
Empathic and non-judgemental	Essential
Well-organised	Essential
Confidence in new situations	Essential
Tactful and diplomatic	Essential

Competences will be assessed by application and interview, and copies of certificates are required