



ARC BLACKBURN

URGENT

**Volunteer Interpreters: Ukrainian language
Tigrinya language**

ARC Blackburn is looking for Ukrainian and Pashto language interpreters to support refugees who have had to flee their homes due to war and /or oppression. We are looking to recruit volunteer Ukrainian and Pashto language interpreters with a good level of spoken and written English. As volunteers you will be based at home and give support by telephone. You will need to be available occasionally to come into the ARC office at a pre-arranged times to provide the needed support.

Base:	Home based by phone, with occasional support visits to ARC office as needed by pre-arrangement
Job Title:	Volunteer Interpreter
Reports to:	ARC Manager
Working Hours:	Will be contacted according to need
DBS required:	Enhanced
Expenses:	Expenses incurred as part of ARC duties will be reimbursed

ROLE PURPOSE

To assist the Caseworkers to provide support, information and signposting on vital aspects related to survival and management of daily life in UK eg housing, benefits, banking, employment, health, education, legal matters etc

We are looking for someone who is:

- Friendly, non-judgemental, shows empathy and cultural awareness
- Ukrainian or Pashto language speaker who speaks/writes English to a good degree of fluency
- Understands the role of interpreters
- Keeps good professional boundaries
- A team player – experience of volunteering
- Some knowledge of local organisations and offices
- Emotionally strong and copes well under pressure

ROLE OUTLINE:**Support the ARC Caseworkers to:**

- To assist people with issues they bring related to managing their daily lives in UK.
- To source and provide information as needed
- To carry out relevant support tasks such as making telephone calls, writing emails/letters, help in filling out forms
- To assist with contacting organisations, companies and agencies as required
- To signpost people to the relevant bodies, groups and agencies as needed for help with their particular issues
- To help Caseworkers to keep accurate records and client information
- To promote the activities of ARC generally
- To take part in regular supervision with the ARC Manager
- Attend necessary and relevant training in accordance with the role
- Behave in an appropriate manner in accordance to ARC guidelines
- Adhere to organisational policies and protocols

TRAINING:

Attend one to one support and supervision meetings

Opportunity to participate in whole staff team meetings

Opportunity to attend relevant training courses/workshops

TIME COMMITMENT: Minimum of 3 months

BENEFITS:

Development of interpreting, administration and support skills, accessing role-related training to further personal development, acquiring relevant work experience.

To apply: Expression of interest form: www.arcblackburn.org.uk or call Rachel Casey 01254 690282