



## Translator/Interpreter volunteer role Advice Center

<b>Time commitment</b>	To be available 8 hours a week (Monday to Friday) from 9:30 am to 5:30 pm
<b>Period commitment</b>	6 months
<b>Link Worker</b>	Advice Center Coordinator
<b>Location</b>	Hybrid

### About LAWA

Latin American Women's Aid (LAWA) is a community-based organisation led by and for Latin American women and children in London, working to end violence against women and girls (VAWG) since 1987.

We provide a range of different supporting services: we manage the only refuge accommodations for Latin American women and children in the UK and Europe. Likewise, we run a VAWG Advice Centre to provide support and advocacy for Black and Ethnic Minoritised survivors.

In addition to this, we offer crèche, English classes, counselling, a Change Maker empowerment programme, a housing policy project (WAHA) and children and young people's services.

Our mission is to work together with Latin American and other BME women and children to end violence and achieve self-determination.

*Please note that LAWA is not an interpreting services organisation.*

## Volunteer role description

Some of our service users do not speak English as their first language and rely on interpretation and translation services to access services both within and outside of LAWA. We offer services in 3 languages (Spanish, Portuguese and English) and we require translation support in different circumstances, such as when users experience institutional barriers.

Volunteers must be mindful that although this role facilitates face-to-face interactive work, it does not facilitate lone work and volunteers' performance and tasks are always supervised by their link worker.

This volunteer role is subject to an enhanced criminal record (DBS) check paid for by LAWA.

## Tasks and Responsibilities

Within the first month:

- To attend a one-day induction, which is mandatory to start volunteering.
- To carry out all assigned trainings at Atlas Citation.
- To attend Lamplight training, carried out by the LAWA Development Officer.

From the second month ahead:

- To assist staff and users with interpretation at appointments or meetings.
- To translate service users' documentation, when necessary.
- To translate LAWA documentation, when necessary.
- To translate for either specific projects/outputs to be published by LAWA and/or for the website.
- To provide support in the translation of policy documents, posters for events, messages to contact service users, and media content, among others.
- To attend the mid-term supervision with the Volunteer coordinator. It takes place at the third month of the placement.

Standard practice:

- To work within the confines of confidentiality, ensure that professional boundaries are always maintained when working with service users, staff and external bodies, and work within LAWA's Code of Conduct.
- To ensure that the security of sensitive information is maintained.

- To work within and implement all LAWA's policies and procedures, especially those on Safeguarding, Confidentiality, Individual Support, User Involvement, and Health and Safety.

## Person specification

- Excellent written and spoken communication skills both in English (advanced) and Spanish or Portuguese (advanced).
- Come from a Latin American or BME background.
- Have a non-judgemental attitude.
- Be able to empathise with people.
- Have a proactive attitude/ability to take her own initiative.
- Be approachable, kind and friendly.
- Be committed to guaranteeing and defending women's rights.
- Professionalism is required for interaction with users and an acknowledgement of remaining impartial when translating.

## Benefits of volunteering at LAWA

- Gain experience and be involved in various aspects of third-sector service provision.
- Learn about gender, intersectionality, and women's issues, through day-to-day work and training opportunities.
- Develop bonds and integrate with fellow Latin American and other ethnic minoritised women in the UK.
- Increase your professional experience and enhance your CV.
- Access to community events and social engagements, both organised by LAWA or enabled through LAWA's facilitation.
- Food and travel allowance (within a limited budget).

LAWA's volunteer programme is open **exclusively** to Latin American and other Black and Minoritised Ethnic Women. We encourage applications from Black Latin American women as well as LGBTQ+ women.