

## Volunteer Role Description

### CYP Community Interpreter

<b>Days and Hours</b>	TBC
<b>Term</b>	Minimum commitment of 6 months.
<b>Supervised by</b>	Advocacy Lead
<b>Location</b>	Hybrid (in person/remote)

Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

### About IRMO

IRMO works to enable the development, agency, and participation of Latin Americans and other Spanish and Portuguese speakers, by responding to both immediate needs and structural inequalities. We do this by offering high-quality information and advice services, opportunities for development and training, and a platform to seek social and systemic change. Our work is organised across three main operational areas - Advice and Casework; Education, Training and Employment; Children and Young People - and a cross-cutting area - Advocacy, Research, Policy Mapping and Campaigning. More information at [www.irmo.org.uk](http://www.irmo.org.uk).

### About the Area

Our programme of support for recently arrived Latin American children and young people ensures that our young service users can have the best possible start in the UK. We offer English language classes, advice & advocacy to access mainstream education and statutory services, learning workshops for young people and targeted mentoring for education and employment. Children and young people at IRMO can access the following activities:

- **English for Speaker of Other Languages (ESOL):** children and young people can learn English through targeted ESOL classes tailored to age, language abilities and learning needs.
- **Advice & Advocacy:** parents can access one to one advice, practical support and workshops on school admissions as well as access to healthcare, welfare and other basic needs.



- **Individual and Group Mentoring:** children and young people can find the support they need to overcome educational challenges and young people can plan their next steps into employment.
- **Group Learning Workshops:** young people can learn new skills, socialise, explore career paths and get exposure to industries of interest through a weekly provision of inspirational, theme based and creative workshops.

## About the Role

We are looking for a compassionate and skilled volunteer to serve as a Community Interpreter within IRMO's Thrive education advocacy project. In this role, you'll support migrant families by helping them communicate with schools, practitioners, and service providers. This is a valuable opportunity for someone who enjoys working directly with families and has a commitment to facilitating effective communication in a sensitive context.

## Main tasks and responsibilities

- **Interpretation Support:** Provide interpreting services for families during interactions with schools, SEN services, and other relevant practitioners.
- **Family Assistance:** Help families communicate clearly under the supervision of a caseworker, ensuring they understand the options and services available to them.
- **Collaboration with Caseworkers:** Work closely with the IRMO team to prepare for meetings and follow-ups, supporting families in navigating complex processes.

## We are looking for someone who is/has:

- Verbal and written communication skills in English and either Spanish and/or Portuguese;
- Experience or strong interest in working with migrant communities, particularly families and children.
- A flexible and enthusiastic person who is confident in working in a multicultural and multilingual environment;
- Good IT skills, including in using Microsoft and Google suite packages, Word, Excel, PowerPoint, and databases;
- Good interpersonal and communication skills and attention to detail;
- A caring, sensitive and non-judgemental manner;
- Knowledge of how to deal with sensitive and confidential information;





- Ability to learn quickly and adapt to CRM systems.

### Additional requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

### Benefits from volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after a 3-month period) for further impact on the employment status;
- Participate in training sessions with high-quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

Contact [volunteer@irmo.org.uk](mailto:volunteer@irmo.org.uk) for more information.

THANK YOU FOR YOUR SUPPORT

