

Volunteer Role Description

Name of the Role: Community Interpreter	
Days and Hours	Monday from 9.30am to 1pm,
Term	Minimum commitment of 6 months, with the possibility of extension - Start date TBC.
Supervised by	Community Support Worker.
Location	IRMO - Unit 9, Warwick House, Overton Road, London, SW9 7JP
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.

About our Community Support Team

The Community Support team acts as the main point of contact for the Latin American community and IRMO, where we identify their needs and enquiries, triage the support and services to be allocated and share relevant information. The Welcome Area plays a key role in the daily operations of the organisation; offering a range of support services, which include interpreting, referrals and signposting, broadcast of information and events, amongst others.



About the Role

As a Community Interpreter at IRMO, you will be a vital point of contact for our community of Latin American users. You will help users overcome the language barrier to access essential services to build a more integrated life in the UK.

Main tasks and responsibilities:

- You will assist service users with processes such as opening a bank account, reporting hate crime, applying for National Insurance Number, driving license, Oyster card or Freedom Pass and understanding bills and making payment plans.
- You will also help to create informative materials to facilitate the effective delivery of our services.

This is an exciting opportunity for anyone who wants to understand the challenges faced by our community, gain experience in customer service and use their language skills in a positive and impactful way.

We are looking for someone who is/has:

- Good verbal and written communication skills in English and Portuguese are essential (Spanish desirable).
- Ability to work effectively as a member of a team and with a diverse population of users, staff and partners.
- A caring, sensitive and non-judgemental approach.
- The ability to cope with stressful and emotionally challenging issues.
- Professionalism to handle sensitive and confidential information.
- Excellent organisational skills and attention to detail.
- Ability to set their own work priorities, take initiatives and work with minimal supervision.

Additional requirements

- Two references from current/previous employers.
- Enhanced DBS Check (completed through IRMO).
- Safeguarding Level 1 and 2 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 the 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 for more information.

THANK YOU FOR YOUR SUPPORT

