



# KALAYAAN

justice for migrant domestic workers

## Volunteer Role Description

Interpreting

<b>Position:</b>	<b>Interpreting</b>
<b>Commitment:</b>	<b>Ad hoc appointments to suit the applicant availability in working hours is essential</b>
<b>Start Date:</b>	<b>Anytime May 2009</b>

### Task & Duties:

Interpreting: At advice appointments and potentially in other settings such as accompanying a client to the police or a lawyer

### Qualifications, Skills & Experience:

Experience working with vulnerable individuals is helpful  
Excellent and sensitive communication skills  
Ability to speak community languages – Hindi, Tamil, Indonesian, Tagalog, other community languages

### Training provided:

Induction to Kalayaan's work with volunteer supervisor  
Advocacy Support Training (8 May 2009 – not essential but useful if the applicant wanted to attend)  
No specific training is given on interpreting but guidelines from experienced interpreters are provided

### Supervision:

TBC depending on level of commitment volunteer is able to give.

### Volunteer Expenses:

Kalayaan can reimburse public transport expenses within London incurred in the course of the volunteer role. Receipts are required.

### Limitations of post:

Volunteers should not give advice beyond their training. Volunteers must not give any kind of immigration advice.

The volunteer should be aware of any potential conflict of interest when interpreting and make a member of staff aware of any such conflict at the earliest opportunity. The volunteer should also make a member of staff aware if there are any settings or topics that they do not feel comfortable interpreting.

**Notice period agreed: 2 weeks**

St. Francis Centre, 13 Hippodrome Place, LONDON, W11 4SF  
t: + 44 (0)20 7243 2942 f: +44 (0)20 7792 3060 email: [info@Kalayaan.org.uk](mailto:info@Kalayaan.org.uk)

[www.kalayaan.org.uk](http://www.kalayaan.org.uk)

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