



## **Volunteer Interpreter**

Job advert

*Thank you for your interest in volunteering with Kalayaan.*

**Position:** Volunteer Interpreter.

**Location:** Remote, and may occasionally be invited to attend meetings or events at Kalayaan, 13 Hippodrome Place, London W11 4SF.

**Time commitment:** Flexible

**Application period:** This is rolling application. Kalayaan will consider applications as they are received.

**Application process:** Applicants meeting the requirements will be invited to interview with a panel of Kalayaan staff members.

**Start date:** Flexible

**Reporting to:** M&E Manager.

### **About Kalayaan**

Kalayaan is a London-based human rights charity that works to provide practical advice and support to, and to campaign with and for the rights of migrant domestic workers in the UK. Due to the under-regulated nature of domestic work and the very restrictive Overseas Domestic Worker (ODW) visa, many workers are subject to abuse, control, non-payment of wages, and in the most extreme cases, human trafficking for domestic servitude.

Kalayaan is the legal expert on issues faced by migrant domestic worker in the UK, and it is a well-established and respected advocate for the rights of migrant domestic workers.

Our staff members work hard to promote and defend the rights of our clients, and to provide the best service, Kalayaan's staff members depend on interpreters to make sure that our clients can freely express themselves and understand our advice.

### **About this role**

Volunteer Interpreters will facilitate communication between Kalayaan staff members and clients or individuals enquiring about Kalayaan's services. Our clients are migrants and for most of them, English is a second, sometimes even third language. Many clients will have had very difficult experiences that they need our support with, and so we rely on interpreters to make clients feel more comfortable telling their stories in their own language.

By volunteering your interpreting skills, you will help vulnerable workers express themselves in their own words. With your help they will be able to access and understand the advice that we give them.

### **Typical tasks include**

- Interpreting meetings between Kalayaan lawyers and their clients, generally over the phone.
- Attending events (in person or remotely) as part of our Community Engagement Project to provide real-time interpreting of the presentation.
- Occasionally, the Volunteer Interpreter may be invited to translate short documents. This is an optional task that the Volunteer Interpreter can decline to perform.

### **What we are looking for**

- Fluency in English and one of the following languages: Tagalog, Bahasa, Visaya, Hindi, Urdu, Bengali and other South Asian or South-East Asian languages.
- Experience with interpreting.
- Excellent communication, listening and diplomacy skills.
- Reliability and attention to detail.
- Personally resilient as you may need to deal with difficult or challenging situations.
- Ability to work with colleagues and clients from different cultural backgrounds.

- An interest in human rights, workers' rights, migration and/or gender issues.
- Empathetic towards the situation and needs of migrant domestic workers.
- Previous experience of working with vulnerable groups is desirable but not essential.

### **What we offer**

- Valuable exposure to the work of Kalayaan.
- Opportunity to be part of the UK's leading organisation working with migrant domestic workers to improve their access to human rights and justice in the UK.
- The opportunity to help transform the lives of vulnerable migrant workers trapped in servitude.
- When the volunteer is invited to attend a meeting in person: reimbursement of travel within London (zones 1 to 6) and reasonable expenses.

### **Limitations of the post**

Volunteer roles are unpaid, but if the volunteer is invited to attend an in-person meeting we can reimburse volunteers for travel costs (public transport) within London (zones 1 to 6), and lunch expenses up to £8 if volunteering for a full day.

Unfortunately, Kalayaan cannot sponsor volunteers, and all applicants must demonstrate that they have the right to work in the United Kingdom.

### **To apply**

Please send your CV and Covering Letter (maximum length 1 side of A4 please) to [info@kalayaan.org.uk](mailto:info@kalayaan.org.uk).

In your Covering Letter please explain how you meet the requirements, and why you are specifically interested in volunteering with Kalayaan.

Please include the contact details of two professional or academic referees that we may contact if you are successful. Please note that Kalayaan will not contact referees without prior consent from the applicant.

If you are invited to an interview, we will ask you to send evidence of your right to work in the United Kingdom (e.g. a scan of your passport or of the relevant visa).

Kalayaan will arrange and fund DBS checks for successful applicants.

Please call 020 7243 2942 for further details.

**Equal opportunities statement**

Kalayaan is committed to providing equal opportunity to everyone wishing to apply for this role. Please let us know if you require any reasonable adjustments to submit an application. If you are invited to an interview, and also if you are offered the role, we will invite you to let us know of any reasonable adjustments you will need Kalayaan to make to help you perform the interview and the job.