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| **Job Description** |  |
| **Job Title:** | Self Employed Translator  | **Department**: | Support for Ukraine Project |

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| **Post Reporting To** Support for Ukraine Project Manager |
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| **Job Purpose** |  |
| This is a new service, which is currently being developed. Interpreters will work mainly with the Diocesan Team and co-ordinators, by providing translation and interpretation support across the project, but in particular to Ukrainian guests as part of the matching process and then as required when they arrive. The aim of the work is to support the Ukrainian families to settle into the UK, offering interpretation support for a range of reasons, but could also include helping them with translation with regard to access to housing, welfare benefit and health services. The project will require interpreters to help families settle into the UK. A good knowledge of English, Ukrainian and Russian is therefore essential. |

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| **Accountabilities** |
| Interpreters support our work by providing a language bridge between hosts and guests. On occasion this may mean providing a translation service to help with appointments, translating documents and helping guests to understand documents. It is therefore vital that Interpreters have both a good level of the spoken language in order to be able to communicate complex issues clearly, and a strong understanding of confidentiality.The interpreters will work under the direction of the Support Ukraine Project Manager or Officer or local hub co-ordinators. It is not intended that it provides a case/social worker role. The roles are being offered on a self-employed basis, and if appointed you will be added to a pool of self-employed interpreters. Inclusion on the list is not a guarantee that you will get work, your involvement will be based on the needs of the project. |
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**Person specification**

1. **Essential:** Native proficiency in Ukrainian, Russian and English.
2. **Essential:** A sympathy and understanding of the issues facing migrants and vulnerable Ukrainians who have come to live here.
3. **Essential:** Willing to travel if needed to undertake the work, although it is envisaged that most work will be by zoom or telephone.
4. **Essential:** Able to observe confidentiality at all times.
5. **Essential:** A commitment to the work and the values of the Diocese of Hereford.
6. **Essential**: Computer literate and access to a laptop or computer with webcam
7. **Essential:** Cultural awareness and a commitment to professional boundaries
8. **Essential:** Understanding of confidentiality and safeguarding protocols
9. **Essential:** Emotional resilience and ability to act impartially at all times
10. **Essential:** Clear communication skills
11. **Desirable:** Previous experience of interpreting, however we acknowledge that another aim of the project is to open up employment opportunities to people arriving here from Ukraine.

**Safeguarding and DBS Requirements.**

The Diocese takes its commitment to safeguarding and wellbeing very seriously, both for our staff and the people we work with in the wider community. All successful candidates will be expected to undertake safeguarding training. All candidates will be offered a named line manager, regular supervision and training where required.