**INTERPRETER ROLE**

**Manuel Bravo Project and PAFRAS**

**Covid-safe volunteering**

Interpreters are crucial to good understanding between our clients and caseworkers, making it possible for us to prepare good quality cases and give people the best chance.

We are currently working in partnership with Positive Action For Refugees and Asylum Seekers (PAFRAS) around volunteering and new volunteer interpreters approaching either organisation are asked to join a shared database where they can be contacted by staff from either organisation to assist with interpreting.

Due to the current Covid-19 pandemic, a lot of interpreting currently takes place remotely, either via Zoom or telephone. However, some services are again operating face to face. Interpreters are informed whether appointments are on the phone, over Zoom or face to face and are not expected to do anything they are not comfortable with.

AS AN INTERPRETER YOU WILL:-

Interpret at legal meetings between clients and caseworkers or pro bono lawyers at Manuel Bravo Project. This will usually be done over Zoom, but may be over the phone or in person. These may be one off advice appointments for our outreach project or in depth appointments preparing statements for a case.

Interpret at meetings between PAFRAS caseworkers and clients working on issues of destitution and wellbeing. This may be over the phone or in person.

Interpret over the phone or in person for caseworkers and screeners at PAFRAS drop-in on Wednesdays if available on that day. All interpreters wanting to help at PAFRAS drop-in have the option to offer help over the phone or attend in person.

Interpret between English and the preferred language of the client.

Interpret precisely what is said by caseworker and client and limit all conversation to this. An interpreter must not try to give advice to the client or have other conversations with them in a case meeting.

Agree that your details will be added to a database of volunteer interpreters shared between MBP and PAFRAS to be called upon as needed.

Always inform the Volunteer Manager or Casework Assistant in good time if unable to attend for an agreed appointment.

Attend any interpreting training provided at the project. During the pandemic training has been taking place over Zoom. However, some training will now be delivered face to face.

TIME COMMITMENT

No regular time commitment required. Interpreters will be contacted as needed. However, once an interpreter commits to an appointment, this commitment needs to be kept. If anything arises meaning a commitment can’t be kept, the volunteer must inform the project with as much notice as possible

We ask that all volunteers commit to volunteering for a minimum of 6 months.

WE NEED PEOPLE WHO:-

Are passionate about supporting people in the asylum process

Are fluent in English and at least one other language that is spoken by our clients

Reliable and punctual

Have great communication skills

Are willing to attend basic interpreting training and ideally pursue accredited interpreting qualifications when the opportunity arises if not already qualified

Are willing to engage in group supervision meetings and respond to feedback and reflect on and improve their practice as interpreters