



MEDAILLE TRUST
REFUGEE AND FREEDOM FROM MODERN SLAVERY

VOLUNTEER ROLE DESCRIPTION	
ROLE TITLE	Volunteer Translator – Nationwide remote
SUMMARY	<p>Medaille Trust supports and empowers survivors of modern slavery, trafficking and exploitation. We do this in a number of ways, from offering safe accommodation, to offering support both in our safehouses and out in the community on our Moving on Projects. Our work also includes advocacy and awareness raising in the UK as well as an entrepreneurship academy in Albania, which provides meaningful alternatives to those who may otherwise be at risk of exploitation. All our work embodies a commitment to personalised support, recognising the dignity and agency of our service users and empowering them on a path to a life that is free from slavery and exploitation.</p> <p>We are looking for volunteers who could act as translators for us, to accurately translate text from English into any of the languages listed below.</p>
RESPONSIBLE TO	Volunteer Coordinator
COMMITMENT LEVEL	As and when required - flexible
DURATION	As required
LOCATION OF ACTIVITY	Remote
CORE TASKS	<p>Many of our service users don't use English as their first language and rely on high quality translation to understand information.</p> <p>We are looking for volunteers who can accurately translate English text into any of the languages below:</p> <p>Mandarin, Bengali, Arabic, Amharic, French, Albanian, Vietnamese, Romanian, Polish, Tigrinya, Punjabi, Urdu and Hindi.</p>
PERSON SPECIFICATION	<ul style="list-style-type: none">• To hold a translating or interpreting qualification or to hold a degree (in any subject) and be fluent in speaking and writing in English, and one or more of the languages above.• Have excellent command of English and other language(s).• Grammatical accuracy.• Excellent proof-reading skills.• Excellent IT skills.• Able to work independently.• Excellent communication skills.• Ability to maintain confidentiality.• Need to be 18 years old or over.• Must have use of own computer.



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TRAINING PROVIDED	Induction to the Medaille Trust and The Moving on Project, including an overview of Modern Slavery in the UK, GDPR. Any additional training that is commensurate to the individual role
REIMBURSEMENT OF EXPENSES	Postage costs and any other expenses inline with our expenses policy.
ANY OTHER INFORMATION	A basic DBS check is required to volunteer.