**North Bristol Advice Centre**

**EU Settlement Scheme Interpreting Volunteer Role Description**

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**Title: Romanian Speaking Interpreter**

**Responsible to:** Jenny Hudson: EUSS lead

**Location:** North Bristol Advice Centre, Lockleaze

**Days/times:** Flexible: Tuesday – Friday - up to 4 hrs per week

**Main aim**. Facilitating communication between EU Settlement Scheme caseworker and vulnerable service users by providing interpreting either by telephone or in person

**What will I gain from this role:** This role is an essential communication link between people who use the service and the staff who provide the service. Many of our service users do not speak English as their first language and they rely on high-quality, confidential interpreting to enable them to successfully complete their applications to the EU Settlement Scheme.

**Experience and skills**

* Able to verbally communicate fluently in the language required (as well as in English)
* Excellent communication skills with attention to detail
* Reliability, commitment and a helpful and open manner

**Tasks and responsibilities**

* Provide an interpreting service to support Romanian clients applying to the EU Settlement Scheme
* Work closely with the EU Settlement Scheme caseworker to ensure applicants are engaged in and fully understand the application process and outcomes
* To adhere to NBAC’s volunteering policy
* To attend an induction programme which will include both NBAC organisational policies and procedures and information on the EU Settlement Scheme