

*To apply, send an email including your CV and a short cover letter outlining why you would like to join the team at [contact@workrightscentre.org](mailto:contact@workrightscentre.org)*

# Translations Assistant

## Volunteer

### 1. Work Rights Centre

Work Rights Centre is a charity dedicated to ending in-work poverty by helping workers to exit precarious work and improve their professional mobility. Our team of volunteers provides free and confidential information in a variety of languages, and can help service users understand their employment status, access their employment rights, and improve their employability

### 2. Translations

We are committed to making information accessible to everyone, regardless of their IT literacy and level of English. This is why translating our online materials is essential. The translations team will work closely with service providers to ensure all of our key messages transcend language boundaries.

*Where:* Currently remotely from home, with the option to joining us in the office, and on outreach.

*When:* Flexible volunteering hours are available. Our opening times are Monday – Friday in London, and Saturday in Manchester from 11:00 to 17:00.

### 3. Your role

As a translations volunteer, your role will be focused on translating key materials that enable us to communicate to clients. This usually includes things like consent forms and infographics, which are produced once every week. Depending on your experience and confidence, we would also welcome your help with translating web content, or helping with interpretation during service provision.

### 4. What we are looking for

#### *Key skills:*

- proficiency in Romanian, Russian, Bulgarian, Spanish, Polish, or other languages spoken by large migrant communities
- commitment of at least 4 months, for min 4 hours a week
- well-organised, with great attention to detail
- IT literate, able to use Slack and other IT systems for remote work
- real interest in precarious work, employment rights or employability, particularly in issues surrounding migrants' rights.

#### *Desirable:*

- knowledge of employment rights and employability
- experience of translating or interpreting in a fast-paced context.

*To apply, send an email including your CV and a short cover letter outlining why you would like to join the team at [contact@workrightscentre.org](mailto:contact@workrightscentre.org)*

**5. Why volunteer with us?**

- Excellent learning for individuals looking to gain experience in the third sector.
- Being a small charity, you will be working closely with all members of the charity and gain an insight into the daily running of a charity: brand building, strategising, partnership building, administration, and research.
- Greater comprehension of the issues affecting migrant workers in London's low paying industries
- Doing work on a niche issue, that brings real social value.
- Challenging the negative representations of economic migrants who have been typically negatively portrayed in the media and public debates.
- Possibility to shadow a caseworker as they help their clients.
- Provided with a reference after 3 months of volunteering with us.

**6. Commencement date:** as soon as possible.

**7. Remuneration:** The role is voluntary. Travel expenses for charity- related activities are reimbursed.

**8. How to apply:** Send us an email including your CV and a short cover letter outlining why you would like to join the team at [contact@workrightscentre.org](mailto:contact@workrightscentre.org)