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 Job description

**JOB TITLE: Sessional Interpreters**

**TEAM: Resettlement**

**LOCATION: Wakefield and/or Remote**

 **PAY RATES: Face to Face Interpreting Work**

**1st hr: £20.00**

**After 1st hr each 15 min: £4.50**

**Travel Time each 15 min: £2.50**

**Telephone Interpreting Work:**

**1st 10 min or part: £5.00**

**After 1st 10min: £0.25 per minute**

**HOURS: When needed (flexible)**

**Refugee Council**

The Refugee Council works in the UK with asylum seekers and refugees. Our operational teams based in various locations in England provide advice and assistance across a wide range of issues, including helping asylum seekers through the complexities of the asylum system, addressing issues of destitution and assisting refugees and asylum seekers to access key services including housing, welfare benefits, health, education and employment.

**Context and purpose of the job**

Interpreters will work mainly with our Resettlement team based in Leeds. Our Resettlement team supports newly resettled refugees to settle into the UK by supporting with access to housing, welfare benefit and health services. The project will require interpreters to support resettlement workers in helping these families settle into the UK by meeting them at the airport and facilitating for them in appointments at sites across Wakefield and surrounding areas. Ideally, interpreters will have some experience of working with refugees or vulnerable people.

Interpreters support our project by interpreting for our clients during their appointments with our advisers and volunteers, making sure that there is good communication and that we are able to best support the needs of our clients, while making sure they are aware of the work that is being done for them. Issues that clients within the advice services face include issues relating to housing, benefits and health. It is therefore vital that Interpreters have both a high level of the spoken language in order to be able to communicate complex issues clearly, and a strong understanding of confidentiality.

We are looking for **Chittagonian, Rohingya, Burmese & Indonesian** interpreters for this project.

The Refugee Council employs Interpreters on a sessional basis, meaning that if appointed, you will be added to our constantly updated list of interpreters that advisors. Our Services Support officer will consult this list and telephone individuals to invite the interpreter to take part in an interview over the telephone (or to book an appointment for a face-to-face session once office-based work resumes) whenever there is need for some to interpret from the language the interpreter speaks. Inclusion on the list is not a guarantee that you will get work, your involvement will based on the need of the project. Interpreters will complete a timesheet at the end of each month in order for payment to be processed. Travel time for face-to-face interpreting sessions will be reimbursed.

**Person specification**

1. **Native proficiency of Chittagonian, Rohingya, Burmese or Indonesian**
2. **Previous experience of interpreting**
3. **Previous experience of interpreting in an advice setting (desirable)**
4. **Previous experience of working with refugees, migrants or vulnerable individuals (desirable)**
5. **Able to travel around Wakefield (desirable)**
6. **A commitment to the work and the Mission and Values of the Refugee Council.**

**Any offer will be subject to:**

* Evidence of the right to work in the UK
* Satisfactory references
* Completion of DBS check

**Equal Opportunities Statement**

As part of its recruitment policy, the Refugee Council intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.