

SUSSEX COMMUNITY DEVELOPMENT ASSOCIATION

Job Description:

Sessional Bilingual Advocate/ Interpreter/ Translator

Reporting to: Inclusion Development Worker

Work pattern: Sessional



Sussex Community
Development Association

The Organisation

In December 2013 Newhaven Community Development Association (NCDA) changed its name to Sussex Community Development Association, to better reflect its work.

NCDA was founded in 1997. Its main aim was to develop sustainable community-based regeneration initiatives addressing the economic, environmental, and cultural and community needs of Newhaven, particularly addressing the needs of those most vulnerable in the community.

SCDA runs a range of projects aimed at supporting the involvement of the whole of the community. Funding has been secured from a range of sources including European, Lottery and charitable trusts as well as contracts to deliver services and run projects in Newhaven and elsewhere in East Sussex. These include: Youth activities; Early Years work with parents and children under 5; Denton Island Community Centre; open spaces work; community events and Newhaven Community Employment Partnership (NewCEP), an employment project that aims to assist socially excluded people back into work.

SCDA has a strong track record in partnership working and in the quality of service delivery to meet the needs of the most vulnerable in the community: helping the community help itself.

The context of the job

The organisation, though fairly small in terms of staff, continues to grow. As a result of its size, however, SCDA expects all members of staff to demonstrate flexibility within their specified job role and offer continued support to all other team members as and when required.

Sompriti is a multi-funded environment where sessional workers will be undertaking casework, supporting community events and undertaking outreach work as appropriate.

Job Purpose

The purpose of the role of the Sompriti Bilingual advocate, translator or interpreter is to support the service and provide support to Speakers of Other Languages, as described below.

Additionally to assist in giving information and advice to communities, and develop community activities and community links across the BME communities of East Sussex to increase inclusion and reduce social isolation.

Person Specification

Qualifications

- Bilingual advocates must have a Level 3 Qualification in Bilingual Advocacy. It is desirable for interpreters and translators to be qualified but not essential if they have relevant professional experience.

Experience

- 2 years' experience of bilingual advocacy, translation or interpreting work for Speakers of other Languages
- Successful experience of building empowering relationships with Speakers of other Languages and building trust and confidence
- In depth understanding of the needs and issues facing Speakers of other Languages and barriers to accessing local services
- Excellent verbal communication and written skills in at least one language, other than English
- Excellent English verbal and written communication skills
- Ability to carry out successful and proactive outreach work with Speakers of other Languages
- Ability to work closely with Sompriti colleagues to provide information and casework support
- Excellent interpersonal skills and ability to communicate effectively with people from diverse backgrounds
- Organisational and record keeping skills of a high order
- Commitment to equality, BME empowerment and willingness to challenge racism and other forms of discrimination.
- Commitment and ability to develop and adapt own work in the context of Sompriti's environment, aims and values.

Skills

- A flexible approach to meeting client needs
- Excellent organisational and time management skills
- Ability to work with minimal supervision
- Good understanding of data protection requirements
- Clear understanding of client confidentiality
- Good understanding and experience of MS computer systems

Personal Qualities

- Able to work effectively as part of a team and on own initiative
- Tact, diplomacy
- Emotional resilience to work objectively and professionally with vulnerable people
- Commitment to team working
- Understanding of and personal commitment to implementing good anti discriminatory practice

Circumstances

- To be able to travel around the area easily and economically

- Willing to undergo enhanced DBS & health checks as required
- Willing to attend training opportunities