

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)

## **Job Description**

### **Translations Assistant**

#### **1. Work Rights Centre**

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

#### **2. Translations**

For an organisation committed to making employment rights more accessible to EU nationals, regardless of their IT literacy and level of English, translating our materials online, as well as interpreting during our service provision sessions is essential. The translations team will work closely with service providers, the Marketing and Communications assistant and web developer to ensure all of our key messages transcend language boundaries.

#### **3. Your role**

Depending on your preference, you may choose to work remotely by translating the materials online (website content), joining our service provision sessions at the Brent Civic Centre as an interpreter, or both.

#### **4. Line Manager**

Olivia Vicol, Chair of Trustees.

#### **5. What we are looking for**

##### **Key skills:**

- educated to A level or above;
- English language proficiency;
- Proficiency in another European language, preferably Eastern European;
- excellent writing skills;
- excellent communication skills;
- commitment of at least 3 months, for 3 hours a week;
- knowledge/interest in precarious work, or employment rights or employability, particularly in migration and/or exploitation;
- flexibility - working on different tasks in parallel.

#### **6. Why volunteer with us?**

- excellent training for individuals looking to gain experience in marketing and communications;
- opportunity to meet key players in the charity and local authority sector;

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- being a small charity, you will be working closely with all members of the charity, gaining an insight into the daily running of a charity: administration, finance, human resources;
- greater comprehension of the plight of migrant exploitation in London's low skilled industries;
- working on a niche issue, lightly present or entirely absent from other UK charities, from research, and from public awareness;
- greater understanding of the complexities of maintaining an organisation's visibility;
- friendly and inspiring work environment.

## 7. The team

- **Olivia Vicol** (Chair of Trustees) is a doctoral researcher at Oxford University's Centre on Migration, Policy and Society. Her work highlights the risks faced by Romanian nationals who migrate from rural areas, and whose reliance on personal networks and distrust of state structures make them particularly vulnerable to exploitative work.
- **Eliza Galos** (Director of Fundraising) also does research for the International Organisation for Migration (IOM) in Zurich, Switzerland. She has over four years of work experience in the third sector in the UK. She has also worked for a local authority and the University of Oxford, on migration and employment.
- **Adelina Cega** (Director of Services) supports East Europeans into work, as a project worker for St John of God Hospitaller Services. She is also a Street Prostitution Outreach & Engagement Worker for a charity in North London.
- **Laura Chilintan** (HR Manager) works on project monitoring for Law Centres Network, specifically focusing on a project on EU citizens' access to rights in the UK. She previously worked in the homelessness sector, assisting East Europeans working on the black market.
- **Charles Eddy** (IT Service Manager) has worked in software development for six years specialising in websites particularly in eCommerce applications. With a background originally in the sciences he has also worked for a primary care trust.

**8. Job commencement date:** as soon as possible.

## 9. Remuneration

The role is voluntary. It is expected to become paid once funding is secured. Travel expenses for charity-related activities are reimbursed.

## 10. How to apply

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