

## Interpreter / Translator

### Purpose of the role

- To assist in making the bureau accessible for those for whom English is a second language.

### Main duties and responsibilities may include:

- Translating current posters and leaflets.
- Interpreting advice for those for whom English is a second language.
- Assisting in bringing greater awareness of other cultures to the bureau.

### Personal skills and qualities that an interpreter / translator needs:

- A commitment to the aims and principles of the CAB service.
- Fluency in English and another language.
- To understand the importance of confidentiality.
- Excellent communication skills, both orally and in writing.
- A willingness to attend training and other meetings.
- To be approachable and friendly.
- Impartiality.
- To be able to work as part of a team.
- Able to recognise their own limits and boundaries in the role.
- Able to keep calm under pressure.
- **Desirable:** Skills and training independently verified / member of a [professional body](#).