



Volunteer Role Description

New Quay Community
Hub @ The Memorial Hall

Title	Translator
Responsible to	Development Officer
Base	New Quay Memorial Hall

What is an Translator?

A translator produces Welsh versions of documents from original English versions for the Hall charity committee and for the Development Officer.

What's in it for you:

- Join a friendly team who are passionate about your chosen activity.
- Use your skills and experiences in a constructive and meaningful way.
- Meet new people and become a known and respected member of your community.
- Make a difference to your Local Community.
- Help others who may be struggling.
- Be part of our organisation and support us making a difference to people's lives.
- Learn and practice new skills.
- Work at home, at your own pace.

What's involved:

- Accept emailed documents, usually in Microsoft Word format, and produce Welsh versions.
- Ensure the hall policies on safeguarding, privacy, data protection etc. are all followed.

Who is the role suitable for:

IT literate Welsh speaker.

Time Commitment

As much time as you are willing to commit.

Contacts

Volunteer Coordinator	John Barrett, 07949 426609, john.barrett@nqch.org.uk
Committee Secretary	Moira Atrill, 01545 561 707
Safeguarding	John Barrett
Activity Coordinator	John Barrett

Training

All volunteers are offered an induction to include a tour of the building, information on safety procedures and information about our charity. This can be arranged with the development officer at a mutually convenient time, even outside your normal volunteering hours.

Other training will be identified and planned for in your induction.

Support

Volunteers will receive ongoing support from the Volunteer Coordinator and from the Activity Coordinator by way of one-to-one meetings, news bulletins, telephone, email and text support, ongoing and updated training, and other support. The frequency of these will be determined by the time commitment of the volunteer and their individual needs.

Resources

You will be provided with an email address and a license for Microsoft 365 (Office software).

Expenses

Pre-approved out of pocket expenses are re-imbursed at the committee's discretion.

The do's, and don'ts of volunteering with New Quay Memorial Hall

- Do let us know if you need support to carry out your volunteering role.
- Do ensure you are clear on the expectations of your role.
- Do keep in touch with your Volunteering Co-ordinator.
- Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office.
- Don't be afraid to raise concerns and problems. An open honest discussion can often clear the air and sort things out. If you cannot talk to anyone else, please talk to the Volunteer coordinator or a trustee.

Role description created

06/02/2024