

### Summary

Are you bi-lingual or multi-lingual?

Housing Rights publishes HousingadviceNI, an online resource that aims to provide reliable independent housing advice and information to the public in Northern Ireland.

HousingadviceNI aims to increase the availability of information on housing in Northern Ireland, to help people find the answers to their own housing concerns and to prevent homelessness.

The website contains information on homelessness, housing options, renting privately and the particular housing issues that people from specific groups face. We have dedicated sections for young people, people leaving or entering prison and foreign nationals living in Northern Ireland.

Pages from HousingadviceNI have been translated into Polish, Portuguese, Lithuanian, Slovak, Russian, French, Mandarin, Romanian, Bulgarian and Cantonese. They provide a brief description of housing issues that affect foreign nationals living in Northern Ireland.

Throughout the year, we like to update or add to the language sections of our site to ensure advice is current and relevant to the audience, and so we are seeking a number of multi-lingual volunteers to help us achieve this. This is a perfect opportunity for people who want to help our work but need flexibility as they don't have to time to commit to a regular volunteer role.

### Location

Housing Rights offices are in The Skainos Centre, 239 Newtownards Road, Belfast BT4 1AF.

### Time commitment

Flexible

### Tasks:

- Checking the accuracy of existing translated content and suggesting revisions
- Providing input into the types of content that may be of relevant to foreign nationals
- Translating content from English into one of the languages mentioned above
- Proofreading translated copy
- Preparing translated content for online publication

### You should:

- Have excellent written and spoken communication skills
- Have a high level of accuracy and attention to detail
- Be fluent in written and spoken English with an excellent understanding of English grammar, punctuation and spelling
- Be fluent in at least one other language, both written and spoken, with an excellent understanding of the grammar, punctuation and spelling

- Have excellent IT skills

**We especially want to hear from you if:**

- You have a good standard of education
- You have previous experience in a similar role
- You have a recognised translation qualification

**Additional Information**

You will receive an induction and relevant training in order to enable you to carry out your role. You will have a designated volunteer supervisor and out of pocket volunteer expenses will be reimbursed within Housing Rights expenses guidelines.

We are committed to developing our volunteers, so all volunteers will receive monthly supervision meetings where any training needs relevant to your role can be identified.