**ASN Volunteer Role Description**

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| Volunteer Role | Polish to Spanish/French Translation & Intake Volunteer |
| Line Manager | Julie /Rhi / Mara |
| Team | Operations / Client Care |
| Time Commitment | 8-24 hours per month, depending on volunteer availability |
| Length of Role | 6 month minimum commitment requested, longer possible |
| Location | Remote/home with occasional in-person or Zoom meetings. |
| Number of vols in post | Seeking 5-10 volunteers for this role |

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| Role Description |
| Founded in 2009, Abortion Support Network are a small charity, largely powered by volunteers, that provides practical information on the least expensive way to arrange travel and abortion, financial assistance, and, where needed, accommodation in volunteer homes (or paid accommodation during Covid) to people travelling from Ireland, Northern Ireland, Isle of Man, Malta and Gibraltar. We also give information on how the reputable online providers of early medical abortion pills. ASN has been set up in a manner similar to abortion funds and practical support networks that exist in the US, and in December 2019 launched our services to Poland as part of the Abortion Without Borders initiative.   Abortion provision across Europe is a moveable thing, and finding abortion care for people who are later in pregnancy can be difficult. While abortion is available upon request up to 22 weeks in The Netherlands and up to 24 weeks in England, these options are sometimes not possible for our clients. Sometimes women and pregnant people require treatment in hospitals because they have medical conditions that require hospital care. These conditions can range from high BMI and low iron to more serious things, like epilepsy or respiratory issues. Sometimes clients whose wanted pregnancies have foetal indication need care after 22 or 24 weeks. For these clients, we have to undergo the labour intensive process of finding a hospital in Europe that will do these procedures in public hospitals for private clients. Often this requires us to translate Polish medical documents, rapidly, for hospitals in other countries. Some of this work is done in partnership with the lovely Julie of Travel Abortion. Julie is fluent in French and Spanish, and English, and she works with hospitals and clinics where the doctors speak English, Spanish and French.  **This is where you come in!**  We seek a team of 5-10 people who speak Polish and Spanish or French (as well as an understanding of English) who would be able to help Julie with translations and new client intake.  This could include:   * Translating medical records (we do not expect any of you to be doctors), web copy, travel directions, clinic regulations, etc * Phone Translation - between the person travelling and Julie or occasionally people at the clinic or hospital. * Client intake – gathering initial information from new clients via email or phone.   Responsibilities include providing practical information, i.e. on clinics, least costly methods of travel, reputable family planning associations, etc; assessing financial needs and awarding financial support via ASN; advising on and/or booking transport; corresponding with new clients, and assisting with information campaigns to professionals. It sounds like a lot, but you will be trained, provided with an instruction manual, and will have support from other members of the team and from Julie, who is always on call to support the volunteer team.  You will be in a team WhatsApp group of volunteers and when there is a task, Julie will post it, with a deadline, and then email the documents to or work out a time to do a telephone translation, etc with whichever person has time. Calls are made through an app that can be downloaded onto any smart phone. We will rotate assignments to ensure everyone has opportunities to help.  Given that in some cases you will be seeing personal medical records and translating confidential conversations, all volunteers for this role will need to undergo an interview, have their references checked, do a short training, and sign a confidentiality agreement. |

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| **Essential skills/knowledge/experience** |
| * Fluency in written and spoken Polish and Spanish **OR** fluency in written and spoken Polish and French. Some English is also required. * Familiarity with pdf documents and Microsoft Word * Ability to handle confidential information * Proactive worker, able to take initiative and get stuck in with minimal in-person supervision * Good communications skills, written and verbal * Non-judgemental * 100% pro-choice |

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| **Desired skills/knowledge/experience** |
| * Some knowledge of prochoice issues * Some knowledge of the medical aspects of abortion |

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| **Any training offered** |
| We will run a short training, where we take successful candidates through a sample medical report, or a sample new client intake phone call, including induction into ASN and TA and how we work.  We are growing this part of our service very quickly, and ask that you be patient with us while we determine exactly what is needed. |

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| **Interviewer(s)** | Mara Clarke / Rhi YorkWilliams / Julie of Travel Abortion |

*Please e-mail your completed volunteer application form to* [*volunteer@asn.org.uk*](mailto:volunteer@asn.org.uk)*. Thank you!*