*ICOS is a charity registered in England and Wales. Registration number: 1186618*

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**Job Description: Translation and Community Support Officer**

**Organisation:** International Community Organisation of Sunderland (ICOS)

**Partner Organisation:** Durham Wildlife Trust (DWT)

**Project:** City of Nature Sunderland

**Location:** Sunderland (Citywide outreach focusing on the most deprived areas)

**Salary:** £21,649 – £23,191 per annum. **Hours:** Part-time (22.5 hours per week / 3 days) — **Flexible hours available** **Contract:** 3-year fixed term

**Start Date:** 01 April 2026

**1. Introduction to the Role**

Are you passionate about environmental justice and empowering migrant communities? ICOS is looking for a dedicated Translation and Community Support Officer to join the "City of Nature Sunderland" partnership. This unique role bridges the gap between nature conservation and social inclusion. You will lead outreach to migrant and minoritized residents, breaking down linguistic and cultural barriers to ensure everyone can enjoy and protect Sunderland’s local environment.

Working alongside Durham Wildlife Trust and other partners, you will facilitate hands-on workshops—from urban "yardening" or growing to energy literacy—inspiring people to take meaningful action for the planet. If you are an organised, empathetic communicator who thrives on partnership work and is committed to making Sunderland a greener, more inclusive city, we want to hear from you.

We are looking for a good balance between knowledge, skills passion/commitment and experience.

**2. About the Partnership**

**About ICOS:** ICOS supports migrant and minoritized communities in the North East of England through advocating for their rights and creating opportunities. Our work includes supporting people to access benefits, services, welfare, and employability, as well as getting people together and empowering them1.

**About Durham Wildlife Trust:** Durham Wildlife Trust is a leading nature conservation charity managing over 35 nature reserves. They are dedicated to connecting people with nature through education, volunteering, and community-led environmental action.

**About Sunderland City of Nature:** Funded by the National Lottery Community Fund, this 3-year programme responds to community feedback regarding barriers to nature. By offering free, local, and culturally tailored activities, the project builds environmental confidence and fosters community cohesion through a "roving community hub" model.

**3. Key Responsibilities**

* **Community Involvement & Engagement:** Lead outreach to involve migrant and excluded groups in nature-based workshops. Liaison with DWT staff, the external evaluation team, and sessional workers/subcontractors.
* **Organising & Facilitating Activities:** Design and deliver practical sessions including **bird walks, species identification, composting workshops,** and **community clean-ups**.
* **Volunteer Management:** Recruit, support, and supervise community volunteers to assist with environmental activities.
* **Communication & Representation:** Use **excellent verbal, written, and in-person communication skills** to act as a project ambassador.
* **Evaluation & Adaptation:** Work with external evaluators to implement participant-led evaluation and adapt delivery based on community needs.
* **Monitoring & GDPR:** Gather and collate data for monitoring purposes, ensuring strict **GDPR compliance**.
* **Translation Support:** Assist in making project information accessible through translated materials and linguistic support.
* **Administration:** Manage workshop logistics with high **attention to detail** to support project reporting.

**4. Seasonal Activity Cycle**

The project operates on a seasonal "Roving Hub" model. You will lead activities such as:

* **Spring (Growing & Cooking):** Sustainable food workshops, bird walks, and species ID.
* **Summer (Wilder Sunderland):** Community clean-ups, "yardening," and habitat creation (e.g., bug hotels).
* **Autumn/Winter (Sustainability):** Composting, waste reduction, and energy literacy sessions.

**5. What We Offer (Benefits)**

* **Living Wage Employer:** Salary increases annually in line with the Living Wage Foundation.
* **Work-Life Balance:** Flexible hours to be agreed with you and **paid breaks**.
* **Progressive Leave:** Holiday allowance increases with service, up to **33 days per year**.
* **Growth & Wellbeing:** Access to tailored training, a supportive team, and **free counselling services**.

**6. Person Specification**

| **Criteria** | **Essential / Desirable** | **Assessment Method** |
| --- | --- | --- |
| **Passions & Values** |  |  |
| Passionate about the environment and migrant community empowerment and support. Motivation to stay for the duration of the programme and make a real difference. | Essential | Application / Interview |
| **Experience** |  |  |
| **Extensive experience of working with the community** and a proven track record in engagement. | Essential | Application / Interview |
| Experience effectively working with, and relating to people from diverse backgrounds, including migrants, refugees. | Essential | Application / Interview |
| **Proven experience in organising** and leading community activities and workshops. | Essential | Application/Interview |
| Experience of **managing, supporting, and motivating volunteers**. | Essential | Application/Interview |
| Experience working within a multi-partner project (partnership working). | Desirable | Application / Interview |
| **Skills & Knowledge** |  |  |
| Ability to lead outdoor activities (bird walks, species ID, composting, clean-ups). | Essential | Application / Interview |
| **Excellent verbal, written, and in-person communication skills**. | Essential | Application / Interview |
| **Exceptional attention to detail** and accuracy in data/GDPR record-keeping. | Essential | Application |
| Ability to translate/speak in a relevant community language (e.g., Arabic, Ukrainian). | Desirable | Application |
| Knowledge of green activities | Desirable | Application / Interview |
| **Transport** |  |  |
| Ability to travel across the Sunderland City area. | Essential | Application / Interview |
| Driving license and access to a car. | Desirable | Application |

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