



Volunteer Translator - Arabic

Task description

Christian Aid has a vision of a better world, where everyone can live a full life, free from poverty. We believe that vision can become a reality.

To achieve it, we deliver programmes around the world to tackle the root causes and symptoms of poverty, from supporting maternal health in Sierra Leone to rebuilding homes in Nepal after the 2015 earthquake. To do this, we need to share information with teams in different countries and in different languages – this is where we need your help.

As a volunteer translator, you'll offer your time a few times a year on an ad hoc basis to translate documents. In return, you'll get to learn more about Christian Aid's work overseas and know you're playing a vital role in bringing our teams together to deliver our vital work around the globe.

What will I do?

We'll call on you throughout the year to translate documents from English to Arabic or from Arabic to English. These could include partner reports, case studies, policy briefings or programme guidance – all essential for our work to end poverty.

You'll receive the document via email with an agreed deadline. You'll then be able to volunteer as and when you'd like from home to complete the translation in Microsoft Word and return it to your staff contact by email.

What skills do I need?

- Excellent language skills in Arabic and English, from studies or native experience
- Good Microsoft Office skills, especially Word, for typing up your translations
- Attention to detail to ensure translations are accurate and in keeping with our tone of voice
- An understanding of the need for confidentiality

- Translation experience would be useful, but is not a mandatory requirement for the role, as you'll have the chance to build this experience.

How much time can I give?

We're never sure when there'll be another document to translate, but we'll call on you and other volunteer translators when there's an opportunity available. If you're free and able to volunteer, you'll be able to take on the project or part of it in the case of very long documents.

We'll give an indication of the project size when we contact you and any deadlines, so that you can judge how much time will be required based on your fluency and speed of translation. You'll then be able to volunteer from home, in whatever hours work best for you.

What support will I receive?

- Individual support and supervision from a named contact within Christian Aid, including one-to-one sessions.
- Appropriate induction and training for your volunteering role.
- Out-of-pocket expenses.
- Quarterly volunteers e-newsletter

Are there any other requirements?

As part of the recruitment process, you'll be asked to complete a short exercise so that we can assess the accuracy of your translation.

How can I find out more?

Contact: Stacy Cannon, Volunteering Manager scannon@christian-aid.org

Christian Aid UK registered charity number 1105851 Company number 5171525
Northern Ireland charity number XR94639 Company number NI059154
Republic of Ireland charity number CHY6998 Company number 426928
Scotland charity number SC039150