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| **TITLE:**  English to Arabic Translation Specialist |
| **TEAM/PROGRAMME:** Global Translations Unit, Global Communications  | **LOCATION:** **UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide** |
| **GRADE**: C / Nat 3Mid-Senior level | **CONTRACT LENGTH:**12 months, full time (with possibility of extension) |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** Save the Children is the world’s first, and largest, independent children’s rights organisation. Our founder, Eglantyne Jebb, wrote the first draft for the UN Declaration of the Rights of the Child in 1923, and we’ve worked to uphold it ever since. Generations later, her pioneering work is being influenced by children themselves. Today, we are still going strong, working in over 100 countries worldwide to build a world where every child can thrive, grow up healthy, educated and safe, and look forward to a future full of promise.   **Our ambition for 2030 is to create a world in which all children:****Survive**: No child dies from preventable causes before their fifth birthday **Learn**: All children learn from a quality basic education **Are Protected**: Violence against children is no longer tolerated.  To deliver on these 2030 breakthroughs for children, Save the Children operates in three-year strategy cycles, and has developed an ambitious strategy for 2022-24, focused on transforming and amplifying impact for and with children.    In the last 12 months, the climate crisis has worsened, the conflict in Ukraine has displaced millions of people and children, and the ripple effects and aftermath of the pandemic have resulted in a cost-of-living crisis and worsening global hunger crisis at an unprecedented scale. Globally, 426 million children live in conflict zones in constant fear, their childhoods stolen.  We are witnessing the worst child rights crisis in decades. The needs are greater than ever before and so is the urgency for us to scale our impact. The Global Translations Unit provides innovative and accessible solutions to linguistic needs, advises on best practice, manages complex translation and interpreting requests, and raises awareness of language as a key component of inclusivity and the localisation agenda. The unit is currently recruiting an English to Arabic Translation Specialist.The role holder will establish and develop key relationships between the Translations Unit, Save the Children International’s global teams, subject matter experts, country office staff, freelance linguists and external language suppliers to ensure high-quality, consistent translation services and robust knowledge management and sharing.The successful candidate will translate, proofread and edit diverse and complex documents from English to Arabic, adapted to the relevant locale, often under tight timeframes. Arabic to English translation of short text may occasionally be required (proofread by English native speakers). Working closely with SCI’s Arabic-speaking country offices and subject matter experts, they will lead on establishing English to Arabic terminology preferences at global level that incorporate cultural and linguistic differences across the MENA region. Responsibilities also include working within cloud-based project and translation management tools and drafting Arabic language guidelines and style guides.The role holder will develop training sessions on translation tools, key terminology, style and tone of voice guidelines and deliver them to relevant colleagues and translation suppliers. |
| **SCOPE OF ROLE:** **Reports to:** Translations Lead**Staff reporting to this post:** Global Translation Unit’s external translation suppliers (English to Arabic)**Budget Responsibilities:** no direct responsibility**Role Dimensions**: this role requires an impeccable understanding of English and Arabic grammar and experience of working in the humanitarian sector or translating humanitarian content. Awareness of cultural sensitivities, a strong eye for detail and excellent communication skills are also required, as is the ability to work in a networked structure across functional and geographical boundaries. |
| **KEY AREAS OF ACCOUNTABILITY:** 1. Translate, proofread, edit and review diverse humanitarian and development content from English to Arabic in a culturally sensitive way, adhering to target locale and in line with terminology and style guidelines, and instructions provided by requesters.
2. Manage English to Arabic translators and translate English to Arabic when an urgent turnaround is needed, like during a humanitarian emergency.
3. Working with subject experts across the movement, develop Save the Children’s English to Arabic term bases and maintain accuracy and consistency within translation memories.
4. Lead on terminology and quality processes within complex translation projects delivered across multiple Arabic-speaking countries.
5. Actively identify weaknesses and areas for improvement within Arabic translation processes and workflows, and share practical solutions to address them.
6. Develop and provide training sessions for linguistic suppliers on translation tools and best practice to ensure high-quality and consistent translations, and successful integration of technology in the Translations Unit’s processes.
7. Work with colleagues across the movement to ensure redlines and cultural sensitivities are reflected in Arabic language guidelines.

Produce and distribute an Arabic language style guide that reflects Save the Children’s values for diversity, equity and inclusion. |
| **BEHAVIOURS (Values in Practice**) **Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Degree in Translation or equivalent Translation qualification |
| **EXPERIENCE AND SKILLS*** Significant years of professional translation experience from English to Arabic including demonstrated experience of translating humanitarian content or working in the humanitarian sector
* Experience working independently within or for large organisations and collaborating with diverse stakeholders
* Able to prioritise work effectively, dealing with multiple simultaneous projects; comfortable working with remote teams across different time zones
* Demonstrable experience of using CAT tools, QA tools and terminology tools within translation workflows
* Exceptional attention to detail, with an excellent grasp of Arabic & English grammar
* Experience working as part of a team within a networked structure and maintaining effective working relationships with colleagues and suppliers across functional and geographical boundaries
* Significant ability to work in a fast-paced environment and prioritise work depending on external factors
* Experience translating complex projects across multiple geographies and leading on terminology management
* Experience handling sensitive subject matters diplomatically and confidentially
* Demonstrated commitment to Save the Children’s mission and values

**Desirable*** Knowledge of InDesign
* Experience using Phrase TMS (formally Memsource)
* Working knowledge of LatAm Spanish or French (in addition to your primary language pair)
* Translation project management experience
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Laura De Oliveira** | **Date: March 2024** |
| **JD agreed by: Katrina Kyselytzia**  | **Date: August 2024** |