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| **TITLE:** Consultant - Arabic Language Lead | | |
| **TEAM/PROGRAMME:**  Global Corporate Communications | **LOCATION:**  Home-based, preferably in Middle East, North Africa and Eastern Europe (MENAEE) | |
| **GRADE**: TBC | **CONTRACT LENGTH:**  6 months, 3 days per week (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 English to Arabic Language Lead will be based in a new Global Translations Unit, which forms part of our wider Global Corporate Communications Team. This new unit is responsible for providing solutions to Save the Children’s linguistic needs, advising on best practice, and raising awareness of language as a key component of inclusivity and the localisation agenda.  Responsibilities will include translating and proofreading diverse documents for Save the Children International and the wider movement, reviewing and updating translation memories and glossaries, and sense-checking translations as required by colleagues across the organisation. The Arabic Language Lead will also be required to work closely with our agency partners and freelancers, developing robust relationships to ensure quality and consistency.  The successful candidate will lead on the harmonisation of Save the Children International’s Arabic term bases and guidelines to ensure all linguistic specialists and suppliers contracted by Save the Children and the wider movement are aligned. The remit also includes Arabic translation and adaptation of our newly updated Unified Language Guide. | | |
| **SCOPE OF ROLE:**  **Reports to:** Translations Lead  **Staff reporting to this post:** none  **Budget Responsibilities:** no direct responsibility  **Role Dimensions**: this role requires an impeccable understanding of English and Arabic grammar and experience of translating diverse content within the humanitarian sector. 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 and proofread diverse content produced by Save the Children International from English to Arabic. 2. Working with subject experts across the movement, lead on the development and harmonisation of Save the Children’s Arabic term bases. 3. Provide translation and terminology expertise to Save the Children International and the wider movement. 4. Adapt Save the Children’s Unified Language Guide from English to Arabic. 5. Build robust relationships with Save the Children International’s key linguistic suppliers to ensure consistent translations. | | |
| **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 | | |
| **QUALIFICATIONS**  Degree in Translations or equivalent | | |
| **EXPERIENCE AND SKILLS**   * At least 5 years’ professional translation experience from English to Arabic, including experience of working on humanitarian content * Experience of working independently with a global organisation, collaborating with diverse stakeholders * Able to prioritise work effectively, dealing with multiple simultaneous projects; comfortable working with remote teams across different time zones * Understanding of translation workflows and terminology tools * A high level of attention to detail, with exceptional grasp of Arabic & English grammar * Great ability to work as part of a team within a networked structure, and to maintain good working relationships with colleagues & suppliers across functional and geographical boundaries * Significant ability to work in a fast-paced environment and to prioritise work depending on external factors * Demonstrated commitment to Save the Children’s mission and values   ***Desirable***   * Working knowledge of LatAm Spanish, French or Portuguese | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties appropriate to their level of skills and experience. | | |
| **Equal Opportunities**  The post 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:** | | **Date:** |
| **JD agreed by:** | | **Date:** |