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| **TITLE:**  Translations Coordinator |
| **TEAM/PROGRAMME:** Global Corporate Communications  | **LOCATION:** **UK** or any existing Save the Children International Regional or Country office **Worldwide.** |
| **GRADE**: CTR D2 Junior level | **CONTRACT LENGTH: Permanent** |
| **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 Translations Coordinator will be based in the newly formed 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.The Translations Coordinator will support the day-to-day running of the unit by managing the delivery of best practice translations to SCI and the wider movement, liaising with internal colleagues and external suppliers, updating the supplier database, processing invoices, coordinating supplier onboarding, and creating projects in our online translation platform. |
| **SCOPE OF ROLE:** **Reports to:** Translations Lead**Staff reporting to this post:** none**Budget Responsibilities:** no direct responsibility**Role Dimensions**: this is a highly administrative, fast-paced role that requires strong organisational skills and experience of supporting project and supplier management. Accuracy and attention to detail are key requirements of this role. The role will require an ability to work in a networked structure across functional and geographical boundaries. |
| **KEY AREAS OF ACCOUNTABILITY:** 1. Provide administrative and project management support related to delivery of Save the Children’s translation and linguistic services.
2. Liaise and foster relationships with our suppliers to ensure timely delivery of high-quality translations.
3. Maintain and update our supplier database and manage the onboarding process.
4. Process supplier POs and invoices.
5. Working closely with the Translations Lead and Finance team, identify opportunities to optimize the Translation Unit’s administrative processes.
6. Handle questions from linguistic suppliers and share internal feedback on translations with suppliers.
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| **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 Languages, Translation or equivalent |
| **EXPERIENCE AND SKILLS*** Experience of working with translations, and good knowledge of at least two of the following languages: English, Spanish, Portuguese, Arabic, French
* Experience of working within a fast-paced team, collaborating with diverse stakeholders
* Able to prioritise work effectively, dealing with multiple simultaneous tasks; comfortable working with remote teams across different time zones
* Understanding of translation project management; from sourcing suppliers to payment of invoices.
* A high level of attention to detail, with exceptional organisational and administrative skills
* Experience of working with finance systems, particularly procurement and payment systems
* Great ability to work as part of a team within a networked structure, and to maintain good working relationships with colleagues across functional and geographical boundaries
* Ability to adapt work plans flexibly depending on external opportunities
* Demonstrated commitment to Save the Children’s mission and values

***Desirable**** Experience of working with TMS and QA tools
* Experience of building and updating translation memories and term bases
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| **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 post 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: May 2023** |
| **JD agreed by: Katrina Kyselytzia** | **Date: May 2023** |