



Translating for Humanity

## **Translators without Borders Job Description Training Consultant (Humanitarian Interpreting and Cultural Mediation Basic Skills Training) - Words of Relief European Refugee Response, Greece**

*The mission of Translators without Borders is to provide people access to vital knowledge in their language through translation, training of translators, best use of technology, and building translation capacity in underserved languages.*

**Contract length:** Estimated 2 days training and 1 days preparation of material and content, flexibility in working hours

**Location:** Greece (Athens, Lesbos, and Kos or Chios)

**Job Type:** Consultancy, remote support - able to travel on weekends

**Deadline to apply:** 30 March 2017

**Approximate training days :** one Saturday in May, one Saturday in June

Please submit CV, contact details for two references, availability during the time frame, and daily rate to: [jobshelp@translatorswithoutborders.org](mailto:jobshelp@translatorswithoutborders.org)

Recruitment is on a rolling basis and only short-listed candidates will be contacted.

Translators without Borders (TWB), a US 501(c) 3 non-profit with an operations center in Kenya, was founded in 1993 to provide volunteer translations to non-profit organizations. TWB started to respond to the European Refugee Crisis in October 2015 and has run two consecutive projects as a member of the Start network since that time. To date we have provided translation to partners working in the response, trained partner staff, professional and aspiring translators and interpreters, set up the translators and interpreters working group, and started a humanitarian interpreter roster.

### **Background of the training:**

TWB has conducted a needs assessment survey among NGOs working in Greece in January 2017 to identify the main needs of interpreters and cultural mediators in terms of training.

### **The Role**

Using existing resources (PowerPoints and handouts) the consultant will design training and handbook content for Junior Interpreters and Cultural Mediators.

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The training consultant will report to the ERR Project Manager Partnerships and work closely with the TWB ERR Intern and the TWB Monitoring, Evaluation and Learning Manager.

### **Responsibilities**

- Finalise training design and training material in English and Greek using existing content
- Design handouts, role plays, Q and A
- Design a printed handbook
- Collaborate with the e-training consultant to support e-training development based on existing content

### **Deliverables**

- Provide 2daysface to face training
- Design training material content (power point) that is open source
- Design training handbook that is open source and distributed to participants
- Provide training content to the e-training consultant in order for TWB to develop an e-training that is open source

### **Training content**

Basic Principles of Interpreting and Cultural Mediation:

- General Humanitarian Principles
- Interpreters vs CM : understand the difference between the two roles, understand where each one stands and why.
- Practical advice for preparing, conducting, and concluding a session: how Interpreters and Cultural Mediators can prepare for their sessions with refugees and service providers? Techniques to be used during the session: how to transfer the message as accurately and completely as possible? how to avoid conflicts and misunderstandings during a session?
- How to cope with vulnerable cases during and after the session?
- Interpreting and mediating for children
- Code of Ethics: confidentiality, accuracy, impartiality, conflict of interest, advocacy, professionalism. How these principles can guide the field work? Examples and role plays.

### **Additional information:**

- All training sessions and materials need to be available in English and Greek
- All training sessions are developed as face to face and ONLINE interactive training. The training consultant will work closely with the e-training consultant (the training content needs to be easily tailored for an e-training)

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- All training sessions should include: role play, interactive activities, Q&A sessions at the end of the training where participants will be able to express all their concerns and ask specific questions about their field work.
- All training sessions should take into consideration existing material

### **Essential Qualifications**

- The right consultant is an energetic experienced trainer who has field experience with interpreting or mediating in a humanitarian crisis (ideally in Greece)
- Strong background in developing and performing trainings and training material (e.g. handbooks)
- Strong writing and oral skills in English and Greek

### **Preferred Qualifications**

- Advanced degree in a relevant discipline
- Experience working as an interpreter or cultural mediator in Greece preferred
- Experience as a trainer
- Specific knowledge of the refugee crisis in Greece
- Experience working with refugees

### **Core Values**

Translators without Borders employees and volunteers are people who believe passionately about the value of this work and take personal responsibility for achieving the mission. Translators without Borders' mission and organizational spirit embody the core values established in its strategic framework:

**Excellence**: As the leading voice for communicating humanitarian information in the right language, Translators without Borders is a leader in the translation industry and in the non-profit sector.

**Integrity**: Translators without Borders believes that every person, whether it's the people who we serve, our volunteers or our staff, has value, deserves respect and has inherent dignity.

**Empowerment**: Translators without Borders believes in using language to empower people around the world to control their own development and destiny.

**Innovation**: Translators without Borders recognizes and celebrates the power of innovation to address humanitarian and crisis issues around the world.

**Sustainability**: Translators without Borders recognizes that meeting our mission necessitates establishment and maintenance of a solid financial and organizational infrastructure.

**Tolerance**: Our staff and volunteers are highly knowledgeable and skilled; value each other, our partner and our recipients; create a supportive work environment; and, conduct themselves professionally at all times.

For more information and to volunteer or donate, please visit our [website](#) or follow on [Twitter](#).

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