



Peace Brigades International
International Office, Development House,
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PBI International Office is looking for a Translation Coordinator Volunteer July – Sept 2014

JOB DESCRIPTION

1. Main purpose of the role

To provide effective support to the coordination of translations for the PBI International Office.

2. Position in the organisation

This is an unpaid position. The volunteer will report to and be supported by the ISEC Administrator. The volunteer will work one day per week in the International Office at the address below.

3. Place of work

International Office, 6th Floor, Development House, 56-64 Leonard Street, London, EC2A 4LT. This office is fully accessible.

4. Organisation overview

Peace Brigades International (PBI) is a non-governmental organisation, which protects human rights and promotes nonviolent conflict transformation through protective accompaniment, peace education, and independent observation. Set up in 1981, PBI provides protection for threatened human rights defenders and displaced communities striving to promote social justice and human rights in areas of violent conflict. PBI currently has projects in Colombia, Guatemala, Honduras, Indonesia, Kenya, Mexico and Nepal.

The functions of the International Office include co-ordination, strategy, communication, financial management, legal oversight, organisational development and project support. For further information see www.peacebrigades.org.

5. Scope of the role

The PBI General Assembly will take place in Spain in November and support is required in the run-up to coordinate the translation of documents both from Spanish to English and vice-versa. Depending on the interests and skills of the volunteer they may also be asked to assist in other areas of the work of the international office. The main area of responsibility of the volunteer will be to provide administrative support to the International Office and to the Administrator.

6. Primary tasks

Translation Coordination will include:

- Help to coordinate the translation of documents for the PBI General Assembly

Peace Brigades International - Promoting non-violence and protecting human rights since 1981

Incorporated in the State of Washington, USA, 1982. Companies House registration FC 19368

- Maintain contact with volunteer translators
- Revise translated documents, check for errors and consistency of terminology
- Translate some internal documents from Spanish to English and vice versa

Administration support can include:

- Read and write summaries of reports in English and Spanish
- Responding to standard external enquiries
- General office administration support

7. What we can offer

- Experience in general administrative procedures necessary for an international NGO and an understanding of the function of non-profit governance.
- An opportunity to gain an understanding of PBI's philosophy, mandate and internal functioning and how this is put into practice in our work
- An opportunity to meet PBI field volunteers and human rights defenders from organisations that PBI accompanies
- PBI will pay lunch and travel expenses for the day the volunteer comes to work in the office

PERSON SPECIFICATION

Essential:

- Highly organised individual able to plan, prioritise and work to tight deadlines both individually and as part of a team
- Excellent spoken and written English and Spanish
- Previous experience in translation
- Proficient in the use of Word, Excel, and email
- Willingness to be adaptable to changing needs of office administration
- Undergraduate in relevant field (desirable)
- Some understanding of human rights
- Able to commit to three months working July to Sept 2014 (extension possible)
- Able to start week beginning 14/21 July

Further information about the work of PBI: www.peacebrigades.org

To apply send CV and an explanation of why you would be interested in the work to:

Dan Slee T: 020 7065 0775 | Email: admin@peacebrigades.org

Shortlisted candidates will be invited to interview. We regret that we will not be able to respond to unsuccessful candidates.

Deadline: 9am 18th June 2014

Interviews: 23rd / 24th June 2014