



TRANSLATOR

GENERAL DESCRIPTION OF DUTIES

To translate ABRIR's website content from Portuguese to English and to ensure that the translated version conveys the meaning of the original as clearly as possible. You will work in partnership with the Strategic Planning and Marketing teams.

SKILLS REQUIRED

- . Comfortable with using IT
- . Communication and interpersonal skills
- . The ability to work with minimal supervision
- . Adaptable to changes in ways of working
- . Fluency in English (first language) and Portuguese
- . A good understanding and in-depth knowledge of language and country-specific cultures
- . Excellent writing skills and command of grammar
- . Attention to detail combined with the ability to work quickly to meet deadlines
- . The ability to use initiative
- . Eagerness to acquire new knowledge

DETAILS OF DUTIES

- . Reading through original material and rewriting it in English language, ensuring that the meaning of the source text is retained
- . Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
- . Researching legal, technical and scientific phraseology to find the correct translation;
- . Liaising with committee members and other volunteers to discuss any unclear points
- . Proofreading and editing final translated versions
- . Providing ABRIR with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document

REGULARITY OF DUTIES

Volunteers must be able to commit at least 6 hours per week for this role.

REFERENCES

One reference will be required prior to the volunteer undertaking the role. This will be someone who has known you in a personal, work or voluntary capacity for at least one year.

