

## **IAC Volunteer Role Description**

### **Volunteer Role Title: IAC Translation Volunteer**

**Type of Volunteering: E-Volunteering** (aka Online/Virtual volunteering) is volunteering *off-site* by using the Internet and your personal computer/ electronic device. E-volunteering is as helpful and impactful to IAC as traditional volunteering.

**Aim of volunteering role - Why we need you:** We are seeking an IAC Translation Volunteer to improve communication with counsellors throughout the world in languages other than English.

If you are a professional translator or just interested in translation or providing information in other languages you are welcome to sign up as a volunteer with IAC

**What is involved?** We are looking to welcome a person who would commit to work regularly on the translation project. It includes translating and proofreading IAC website information and other IAC materials. We are looking for translators of any languages, the more the better.

### **How will I be supported?**

- Initial induction with the CEO and subsequent training.
- Monthly liaison with CEO or Executive Council member.
- All translation activity will be clearly instructed and will have a flexible schedule for working.

**What skills are required for this position?** Ideally, you would have translation experience, and have a high level of written and verbal proficiency in both English, and the language in the language you are translating to. You should be able to take instructions, enjoy teamwork, and have good communication skills.

**Where would you carry out the work?** E-volunteering is carried out from the Volunteer's personal computer /electronic device. Some Employers may consider supporting this work as part of a Corporate Social Responsibility (CSR), or as a partial secondment programme – Enquiries welcome.

**Level of English:** Fluent English is required for this role. High proficiency or fluency in the language in which you will translate to is required.

**What experience do I need?** Useful background experience /qualifications include:

- Proven interest in Counselling/ Humanities / Social work.
- Translation.
- Languages.

<b>Minimum Duration:</b>	1 year.
<b>Hours Required:</b>	1.5 – 2 hours weekly.
<b>Interview / Screening:</b>	Informal Skype Interview.
<b>How will I be acknowledged?</b>	You will be acknowledged both on the IAC website and through a written reference.
<b>Age Restriction:</b>	Must be over 18.
<b>Expenses:</b>	IAC is not in a position to pay expenses related to this volunteering role. In particular circumstances, out of pocket expenses may be covered by pre-arrangement with the volunteer’s supervisor.

**How to Apply:** Please email Naoise Kelly: [CEO@iac-irtac.org](mailto:CEO@iac-irtac.org) with a short (less than one page) letter of interest and attach your CV.

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