

TRANSLATION PROOFREADER POSITION DESCRIPTION

Last Updated: 27 March 2023



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). While based in Hamilton we provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

VISION:

Lives not limited nor defined by endometriosis.

OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

POSITION SUMMARY: Insight Endometriosis Translation Proofreader works independently to proofread translated written material, such as our brochure about endometriosis and information guides to overcome language and cultural barriers with written information.

TIME COMMITMENT: To fit in with personal commitments

LOCATION AND TIMING: To suit the applicant

REPORTS TO: Translator Coordinator

KEY RELATIONSHIPS: Community Connector

OTHER RELATIONSHIPS: Volunteer Development Manager
Manager/Educator

EXPECTED OUTCOMES

- Proofreading is completed in agreed negotiated time frames.
- Culturally sensitive issues are raised with the Translator Coordinator.
- Translator Coordinator is kept up to date.
- Written materials are accurately translated into other languages.
- Language and cultural barriers are overcome with the availability of translated materials.

KEY TASKS

AREAS	MEASURE	TIME-FRAMES
Planning	Regular contact with the Translator Coordinator to discuss proofreading projects and develop action plans and timelines.	Ongoing
Actions	<ul style="list-style-type: none">• Provide feedback on any culturally sensitive issues.• Proofread translated documents on Canva.• Make any relevant edits and communicate these to the Translator Coordinator.	As required
Reporting	Report back to the Translator Coordinator <ul style="list-style-type: none">• Progress on actions and timelines.• Ideas, concerns, or comments.• Time spent volunteering.	As needed
Record Keeping	Record time spent proofreading.	Ongoing
Training	Training given on navigating Canva and editing content.	As needed
Documentation	Be familiar with and guided by the Volunteer Guidebook and the Brand and Communications Guidelines.	As required
Health & Safety	Actively support and comply with policies and procedures.	As required



EXPERIENCE

- Ideally the language that is being proofread is the first language of the translator.
- Alternatively reasonable experience in the language that is being proofread.
- Good experience in written English.
- Technically savvy Experience using Canva (training can be provided for those who are technically savvy).
- Excellent interpersonal skills.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- An empathy with and understanding of the culture of the translation language being proofread which will enable an accurate translation.
- Self-motivated with effective time management skills.
- Ability to work with minimal supervision.
- Strong communication skills – verbal and written.
- Reliable and diligent.
- Computer literate and have access to the internet.

Visit: www.insightendometriosis.org.nz

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ORGANISATION CHART

27 March 2023

