Volunteer Translators
French and Portuguese

United Purpose
Formerly known as Concern Universal
About Us

United Purpose (UP) is an international development charity with an innovative community led approach to delivering the Sustainable Development Goals and eradicating global poverty and inequality. We lift people up out of poverty by providing solutions to poverty that last. Our unique approach combines high quality intelligent development, disruptive innovation and enabling independence making us a powerful agent of change.
With a global turnover of £20 million and annual support to 3 million people we have been successful in growing our impact and reputation.

Our income has increased significantly in the past few years. We are now looking to develop further funding relationships, more rigorously measure our impact and continue to invest in our devolved, community-led approach to development.
Why Volunteer with UP?

Something for everyone!
- Work in an exciting office with passionate people
- Invitation to office social events
- Genuinely contribute to United Purpose’s work in lifting people out of poverty
- Tea, coffee and cake and lots of it!

Just starting out?
- Gain skills and experience working in an office
- Introduction to international development and, specifically, our innovative approach to community-led development
- United Purpose can act as a referee for potential employers

Established in your career and looking for something new?
- Become part of a small highly motivated team of professionals and volunteers working in open, team environment
- Develop mentoring skills - and benefit from exchange of ideas from colleagues
United Purpose operates a small co-ordinating office in Cardiff, Wales. This office is the administrative and financial centre for all its overseas programmes and it plays a critical supporting role for the ten country offices.

Volunteers have played an increasingly important role alongside paid staff in helping UP achieve its objectives in the last few years. We aim to offer volunteers varied tasks, and genuine appreciation of the valuable roles they perform.

- **Role title**: Volunteer Translator
- **Reporting to**: Olivia Sawyer, Strategic Support Manager
- **Location**: Flexible. UP Office, 14 Cathedral Road, Cardiff, CF119LJ or home based
- **Start Date**: ASAP 😊
We are looking for volunteer translators to translate a number of strategy documents and internal communications. We are looking for someone with any or both of the following languages:

- French
- Portuguese
- The documents will be translated from English into one/all of these languages.
Skills and experience

We welcome applications from volunteers at all stages of their career - college and university students, recent graduates, professionals and newly retired.

Essential
• Good written and verbal French/Portuguese – any or both of these languages.
• Good written and verbal English.
• IT literate including familiarity with Microsoft Outlook and Word
• Good interpersonal skills and a friendly and flexible approach to teamwork
• Disciplined and committed
• Good administrative and organisational skills

Desirable
• Experience of working in an office environment
• Knowledge of development issues
• Experience of working overseas
To apply for this role please complete an application form (found on our website) and send with a short covering letter to: volunteer@united-purpose.org
All applications will be acknowledged but only successful applications will be contacted further.