

Terms of Reference

Position Title:	Interpreter
Department:	Programs
Location:	Hoa Binh, Vietnam
Reports to:	Pass It Back Project Officer
Employment Status:	Consultancy

CONTEXT

Pass It Back is an innovative Sport for Development program using Get Into Rugby, a World Rugby program to grow the Game globally, to equip children and young people in Asia to overcome challenges, inspire positive social change and ‘pass it back’ to their communities. The program gets children and youth to Try, Play and Stay in the Game as part of the Impact Beyond Rugby World Cup 2019 strategy, which will increase awareness and sustainable growth of rugby in Asia. Pass It Back delivers an integrated rugby and life-skills curriculum in a safe environment that promotes the values of the Game and builds a new generation of leaders in disadvantaged communities across Asia.

The program is implemented by 3 partner organisations led by ChildFund:

1) ChildFund

Pass It Back is led by ChildFund Australia (www.childfund.org.au), an independent and non-religious international development organisation that works to reduce poverty for children in the developing world. ChildFund Australia is a member of the ChildFund Alliance (www.childfundalliance.org) – a global network of 12 organisations which assists more than 15 million children and families in 58 countries around the world. ChildFund Australia and ChildFund Japan (www.childfund.or.jp), two members of the ChildFund Alliance, are working closely together to develop Pass It Back to its full potential.

2) Women Win

Women Win (www.womenwin.org) is a global leader in girls’ empowerment through sport that leverages the power of play to help girls build leadership and become better equipped to exercise their rights. Since 2007, Women Win has impacted the lives of over 1.24 million adolescent girls in over 100 countries. This has been made possible by collaborations with a wide variety of grassroots women’s organisations, corporates, development organisations, sport bodies and government agencies.

3) Asia Rugby (Formally known as ARFU)

In 1968, the Asia Rugby Football Union (ARFU) was founded with eight members: Sri Lanka, Chinese Taipei, Hong Kong, Japan, Korea, Malaysia, Singapore and Thailand. Asia Rugby (www.asiarugby.com), as it is now known, is the Regional Association of World Rugby, the global governing body for rugby union. Asia Rugby currently comprises 32 members. Its primary goal is to grow and develop the game across the whole continent; and this very much includes the involvement of young women and girls. Another key goal is to ensure an enduring legacy for the 2019 Rugby World Cup in Japan, which will be the first time this competition (the 3rd largest sporting event in the world) has been hosted in Asia.

JOB PURPOSE AND REPORTING STRUCTURE

The Consultant reports to the Pass It Back Officer and will ensure that a Pass It Back coach training event is provided with verbal (consecutive) interpretation from English to Vietnamese and vice-versa.

The Consultant will work closely with coach educators leading the training.

POSITION SUMMARY

The Consultant will be responsible for interpretation services on the sport of rugby, life-skills, first aid, child safeguarding and measuring change. Details of sessions will be made available one week prior to the event.

KEY AREAS OF RESPONSIBILITY

This Consultant will support Pass It Back to provide interpretation services to ensure that:

- Coaches understand the rules of the rugby and key coaching points;
- Coaches understand key life-skills concepts and facilitation concepts;
- Coaches understand basic first-aid training;
- Coaches understand key safeguarding, monitoring and evaluation concepts and tools;
- Coach educators are able to effectively and openly communicate with coaches;
- Coaches are able to effectively and openly communicate with coach educators.

The interpreter will be responsible for consecutive interpretation on the following topics:

- Rugby coaching;
- Rugby officiating;
- Life-skills facilitation;
- First-aid training;
- Monitoring and evaluation;
- Curriculum tool use;
- Program administration.

This is a full-time position running from 14 - 28 August, 2016.

TRAVEL REQUIREMENTS

This position will require the interpreter to be based in Hoa Binh for the duration of the consultancy.

REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core Competencies

- Commitment to ChildFund Australia's values, vision and mission;
- Teamwork;
- Communication;
- Accountability and integrity; and
- Adaptability and flexibility.

Functional/Technical Competencies

- Strong experience in translation and interpretation;
- Facilitation experience;
- Sports knowledge and experience;
- Willingness to work and respond appropriately to constructive criticism.

Qualifications and Experience

- Fluency in English and Vietnamese;
- Able to work independently;
- Patient and flexible;
- Able to work outdoors in an active environment.

WORKING CONDITIONS AND OTHER ESSENTIAL REQUIREMENTS

ChildFund will require the successful candidate to sign a child protection code of conduct. Commitment and adherence to ChildFund policies and procedures is required.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES

The Consultant must cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.