# Intern Role Description

**TITLE:** Safeguarding and video editing Intern (4 month period)

This role can be based in Brentford, London or remotely. If based in London, travel within London Travel Zones and lunch expenses will be reimbursed.

Safeguarding is a key issue in the charity or humanitarian sector and in this role, you will learn how safeguarding is implemented across the organisation through your role in editing a comprehensive series of safeguarding training videos. You will have the opportunity to interact cross-culturally as you will engage with key staff based internationally.

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| 1. **MAIN PURPOSE**   To enable the series of safeguarding videos to be widely understood by adding subtitles (closed captions) to each safeguarding video in several languages. |
| 1. **POSITION IN ORGANISATION**   This role reports to the Global HR Advisor *(who is based in Singapore)* and is a member of the Human Resources and Safeguarding team. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**   To collate the number of languages that the videos will be translated into by interviewing or surveying colleagues such as those of the HR team or local staff\*.  Process below will be repeated for each language.   * Create a template for each video’s transcript for translations to be added alongside. * Use google translate, translate English scripts into required language. Copy translations onto the template. * Liaise with key local staff in each country to determine accuracy of the translations. * Enter subtitling onto the videos working closely with local staff to check accuracy and pace of the subtitling. * Finalise and publish the video to TLM’s intranet system (Glasscubes) and YouTube. * Send videos to local staff if required using WeTransfer. * Actively respond to emails and communications in this regard. * Be a part of faith-based devotional sessions in the office * Report to the Head of People at regular intervals.   *\* local staff refers to national staff of a TLM member country e.g, Timor Leste, Myanmar, Mozambique.* |
| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**  * GraduateorUndergraduate in the course of achieving a diploma and degree in technology or international development. * Excellent interpersonal skills * Ability to work under pressure and to prioritise tasks. * Self-motivated with capacity to work on own initiative as well as part of a wider team. * Excellent time management and organisational skills. Able to meet deadlines. * Good attention to detail. Enjoys being meticulous and checking logic as well as accuracy in projects. * Patience in working with and learning new software. * ICT confident – intermediate level Ms Office Word, Excel, email, zoom, skype, google translate. (You will be required to be competent in using online software and adept at learning new software. Guidance & training will be provided.) |

1. **ABOUT US**

The Leprosy Mission (TLM) is an international Christian organisation which helps people affected by leprosy. Founded in 1874, The Leprosy Mission is the oldest and largest leprosy-focused organisation in the world today.

**For more information please visit:**

Website: [www.leprosymission.org/about-us](http://www.leprosymission.org/about-us)

Facebook: [facebook.com/TheLeprosyMissionInternational/](https://www.facebook.com/TheLeprosyMissionInternational/)

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