

## Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**Job title:** Arabic Translator and Editorial Assistant

**Department/Division:** Middle East Centre

**Accountable to:** Arabic Content Editor

### Job Summary

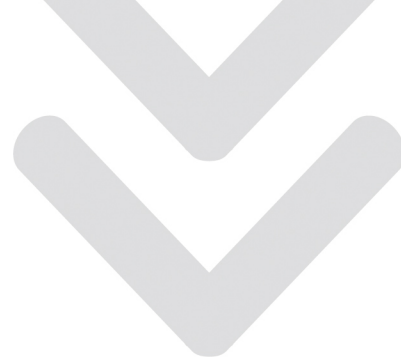
The Arabic language translator will offer support in translating all aspects of the Centre's Arabic language output. The post-holder plays a key role in assisting the Arabic Content Editor and contributing to the production of high-quality publications and broad-reaching communications for the Centre.

### Duties and Responsibilities

- Provide high quality English-Arabic and Arabic-English translation of the MEC's academic publications, Arabic content output and website.
- Edit the Centre's publications in Arabic.
- Proofread translated texts for accuracy.
- Ensure translated content conveys original meaning and tone.
- Responsible for administrative management of translation and publications processes.
- Assisting in social media engagement in Arabic via the Centre's Arabic social media channels, providing regular, compelling updates (currently on Twitter, LinkedIn, and Instagram).

### Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.



### **Flexibility**

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

### **Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.