



QUALITY ASSURANCE MENTOR JOB DESCRIPTION

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PREPARED BY:
THE INNOVATION LAB

CONTEXT

The ETEN Innovation Lab envisions a *Quality Assurance Mentor* functioning in close relationship with, or more rightly, as a member of, a *Quality Assurance Community*.

A *Quality Assurance Community* is different from the traditional Quality Assurance expert model. A QA Community is a multi-denominational, trained group of church leaders within a language, who are commissioned by the Church to verify and improve the quality of their draft, and equipped with practical skills to do so.

SUMMARY OF ROLE

A *Quality Assurance Mentor* serves as a resource to communities engaged in Church-based Bible Translation (CBBT), translators, and other ministry partners, by building trust, encouraging, and offering humble expertise at all stages of the translation process. Specifically, the *Quality Assurance Mentor* works in partnership with the *Quality Assurance Community* in a given language project, offering training and coaching to support them in their work. The role may be filled by someone who is already a Translation Consultant, or anyone with the required competencies.

DESCRIPTION

Attitudes

- Has a servant mindset that honors the local church at the center of planning, decision-making, management, and quality assurance in Bible translation projects
- Is flexible and willing to adapt plans to meet the goals of the local leaders
- Is an excellent listener
- Is proactive

Skills

- Is able to partner with leaders in the translating church to help them:
 - assess the factors present in their local context that may contribute to effective CBBT (see Lab whitepaper), and
 - address the areas where those factors may not be present

- Is able to train translators and church leaders to access exegetical resources, understand the passage deeply, and function effectively as owners of the quality of their draft
- Is able to facilitate community conversations to produce a healthy and useful translation brief
- Is able to coach translators and the *Quality Assurance Community* in managing, evaluating, and improving their translation process
- Is able to facilitate exploration and linking of experts within the community, whether in the diaspora or the village
- Is able to connect the translating church with relevant resources from the broader Bible translation movement
- Is able to engage with church networks to mobilize church expertise
- Is able to help new translation projects to launch successfully by partnering church leadership or Field Project Managers or Field Coordinators in Bible Agencies
- Is able to consult with and train church leadership or Bible Agency Field Project Managers or Field Coordinators in CBBT project design, project management, translation brief
- Is able to use the [CBBT training materials](#) to train effectively

Knowledge

- Understands the factors that contribute to effective CBBT
- Understands the CBBT training materials
- Understands the CBBT process
- Understands translation quality assurance
- Understands and values multimodal engagement with Scripture