

Recruitment – Executive Director

Based in London – nr. Liverpool St
(£40,000 - £45,000 per annum with a contribution based pension)

NRPSI is the UK's independent voluntary regulator of professional interpreters. As a company limited by guarantee we maintain a register of professional, qualified and accountable interpreters. The register is publicly available and searchable online. We aim to promote public safety by ensuring that all registered interpreters are qualified and accountable.

An opportunity has risen for a talented individual to join us as Executive Director to work with the board and take the NRPSI forward into its next phase of implementing strategic initiatives. The Executive Director will be supported by and report directly to the Chairman and will be responsible for all operational aspects of the organisation including maintaining the register, processing disciplinary procedures, providing secretariat functions to the Board of Directors, and managing a small team delivering administrative functions. He/she will also manage relationships with outsourced marketing, finance, IT and HR advisors to implement the board's strategic objectives.

We are looking for a forward thinking, senior manager able to demonstrate vision, drive, enthusiasm and a high degree of loyalty and commitment to the public service. The successful candidate will be able to demonstrate substantial management experience at an operational and strategic level. He or she will be a strong communicator and able to demonstrate past achievements in inspiring, motivating and leading team members and stakeholders alike.

To request a briefing pack or arrange for an informal discussion please contact the Chairman, Ted Sangster via email chairman@nrpsi.co.uk or mobile: 07770 646462.

Application with CV and brief covering letter can be emailed to admin@nrpsi.co.uk or posted to Recruitment, NRPSI Ltd, Longcroft House Business Centre, 2/8 Victoria Avenue, London, EC2M 4NS.
Tel: 020 3206 1400, Web: www.nrpsi.co.uk

The closing date for applications is Wednesday 20th February 2013.

Dated: 4th February 2013

**Correspondence Address: NRPSI Limited, Longcroft House, 2/8 Victoria Avenue, London, EC2M 4NS
Telephone: 0203 206 1400 Fax: 020 7203 1401**

Company Registration No. 7585982
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