



National Register of
Public Service Interpreters

Post: Registration Officer

Salary: £19 – 24K depending on experience

Location: City of London (close to Bank tube, Moorgate tube and Liverpool Street station)

Job type: Permanent, full time

NRPSI (www.nrpsi.org.uk) is the UK's independent voluntary regulator of interpreters working in the public services. We are a not-for-profit organisation and we uphold standards in interpreting by maintaining the Register of professional, qualified and accountable interpreters. The Register is publicly available and searchable online.

We promote public safety by ensuring all registered interpreters are qualified and accountable. We have recently launched a new register for public service translators (www.nrpst.org.uk) to run alongside the existing register.

Offices are close to the Bank of England.

The role

We are looking for two Registration Officers to join our small but busy Registration Department.

Reporting to the Registration Manager you will work as part of a team to maintain and update the NRPSI database, process registrations (including checking documents and evidence provided), deal with registration queries (by mail, email and telephone) and issue letters of registration and ID Cards. You will have responsibility for your own files and will liaise directly with Registrants. You will also communicate with public service users, such as the police, to enable them to access the online Register.

The roles include providing information to those interested in joining the profession to help maintain and increase Registrant numbers.

One role will be positioned at a Senior Registration Officer level, helping to coordinate the regular activities carried out by all the Registration team and taking a lead on the new registration requirements for the translation register.

With a commitment to providing high quality customer service, the successful candidates will possess good communication skills, including a good grasp of English grammar and syntax for correspondence (note other languages are not required).

It is vital have experience of inputting and maintaining data on databases along with an awareness of finance and data protection issues which apply to your work. With the ability to prioritise and organise your workload, you will manage many conflicting demands and priorities.



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Applicants for the Registration Officer role should have at least one year's experience.

For the Senior Registration Officer role, you will have at least three years' experience in a registration department.

If you need any further information please contact mike@nrpsi.org.uk

Submit your CV plus a personal statement describing your suitability for a role with the National Register (maximum two A4 sides) to mike@nrpsi.org.uk in order to be considered for this position by no later than -

Closing Date: 9 am on Friday 31st January 2020

Interview dates: Interviews on 4th or 5th February 2020 in London (EC2R 7AS)

Please confirm which date you would be available for interview when you send through your CV and personal statement; if successful in achieving an interview you will be informed on Monday 3rd February.

No agencies please.

NRPSI is committed to equal opportunities and values diversity in its workforce.