



National Register of
Public Service Interpreters

The National Register of Public Service Interpreters Ltd

Recruitment – Executive Director

Based in London – nr. Bank of England
(c £50,000 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 including the launch of a new Translators Register. 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 registers, promoting the value of the registers to relevant professionals and users, implementing 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 an informal discussion, contact the Chairman, Ted Sangster via email chairman@nrpsi.org.uk or mobile: 07770 646462.

Application with CV and brief covering letter can be emailed to board@nrpsi.org.uk or posted to Stephen Bishop, Executive Director NRPSI Ltd, Token House, 11-12 Tokenhouse Yard, London EC2R 7AS (Tel: 020 7721 5500)

The closing date for applications is Monday 1st April 2019.

Dated: 11th March 2019

NRPSI Limited

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