



Institute of Translation & Interpreting

## Chief Executive

Part-time – 3 days per week

Milton Keynes

Circa £55,000.....pro rata plus pension benefits

The Institute of Translation & Interpreting (ITI) has around 3,000 professional freelance, translation company and educational establishment members worldwide, and is one of the primary sources of information and advice on language services for government, industry, the media and the general public, as well as to those entering the language services profession and their customers. ITI promotes the highest standards in the profession and plays a key role in helping UK industry and commerce sell its products worldwide. ITI also acts as a meeting place for all those recognising the importance of translation and interpreting to the economy and society and has a growing role as the European market of more than forty languages expands and as worldwide communications continue to grow.

ITI is now seeking to appoint a **Chief Executive** to manage the challenging operation of the organisation and to represent ITI in its interface with the world. The new position involves developing and delivering the agreed strategy for ITI's continued future success and sustainable operation.

Applications are invited for the above position, which reports to the ITI Council via the Chairman. The CEO will act as the spearhead and spokesman for ITI externally with business, government, industry, NGOs and HEIs. He/she will also develop contacts and opportunities as well as managing personnel and being the internal liaison between the Council and ITI Office. The role holder will support the Council with strategic management, goal setting and monitoring, policy development, and reporting at Council meetings and the AGM as required.

The successful candidate will need strong proven leadership skills, tenacity and diplomacy, a track record of successfully managing in a professional membership or trade organisation and a knowledge of company and contract law. He/she will be entrepreneurial, results driven and committed to ITI, as it continues to grow and progress.

In return ITI offers a challenging opportunity with enormous potential and a high-profile position as ambassador and spokesperson for ITI.

Please send your Curriculum Vitae, in confidence, to our advising consultant Gill Bell at ITI, Fortuna House, South Fifth Street, Milton Keynes MK9 2PQ, UK or email [gillbell@bellassoc.co.uk](mailto:gillbell@bellassoc.co.uk) to request a confidential discussion. Website: [www.iti.org.uk](http://www.iti.org.uk)