



National Register of  
Public Service Interpreters

## **JOB SPECIFICATION**

The National Register of Public Service Interpreters Ltd  
NRPSI Limited

Non-executive Board Member

The Board consists of seven non-executive Directors of whom four are lay members (including the chair) and three are practitioner members (interpreters registered on NRPSI).

The following brief summary applies to all Board members whether lay or practitioner.

A Board member is expected to:

- act with independent judgement
- to use their skills and experience for the benefit of the Board
- to be committed to working solely in the best interests of the NRPSI
- to devote the necessary time to carry out the function of a Board member
- comply with the Board 's governance requirements
- accept and demonstrate a participative, active and team working ethos in Board discussions and decisions
- to undertake such training as specified by the Board from time to time

A Board member will be familiar with the functions of the NRPSI.

A Board member should have wide experience in one or more of the following areas, for which appointments will be made to facilitate a beneficial mix:

- regulation of professions
- interpreting and translation
- appropriate commercial/ industrial experience
- financial expertise
- marketing including search engine maximisation and use of digital platforms
- lobbying
- general communication skills
- operations/ administration
- strategic insight, marketing

### Time commitment

In respect of time commitments, the basic requirement for members is to attend the board meetings which are normally held every two months, most of which are held on a remote basis. There may be occasional additional board meetings to discuss strategy or other issues and members may serve on external groups.

In addition, some directors will serve on appropriate committees (internally and when appropriate externally representing the NRPSI), attend conferences and act in any relevant manner to promote and explain NRPSI.

### Terms of appointment

The appointment will be made for a term of three years, following which a further term is possible subject to the board's decision.

Remuneration of £1,750 pa will be made available and reasonable expenses incurred will be reimbursed.

### Applications

Applications, preferably by email, are by a letter addressed to the chairman ([mike@nrpsi.org.uk](mailto:mike@nrpsi.org.uk)) outlining suitability for the role together with an accompanying CV and the names and contact details of two referees. Referees will not be contacted until later in the process and also not without the candidates' prior agreement.

**The closing date for applications is Friday 14<sup>th</sup> June 2024**

### Interviewing process

After the closing date applications will be reviewed and a shortlist drawn up for interview – either at Token House or online via Zoom or similar.

Interviews will be taken by the interim-chair, a practitioner non-executive director and the executive director.

Of special note, please have a look at our recent launch: details at [www.nrpst.org.uk](http://www.nrpst.org.uk)



Dated: April 2024