

# CHARTERED INSTITUTE OF LINGUISTS

## APPOINTMENT OF CHIEF EXECUTIVE

The Institute is seeking to appoint a Chief Executive from 1 December 2010 or as soon as possible thereafter, to succeed the current post-holder, John Hammond.

Information about the Chartered Institute of Linguists and the role and responsibilities of the Chief Executive is given below.

To apply, please email your CV and a covering letter detailing how you fulfil the requirements of the role to [recruitment@parnglobal.com](mailto:recruitment@parnglobal.com) or by post to **CloL c/o PARN, 16 Great George Street, Bristol BS1 5RH**.

The closing date for applications is Friday 1 October.

Interviews will be held on Friday 5 November.

To discuss any specific questions about the role please email [ceoappointment@iol.org.uk](mailto:ceoappointment@iol.org.uk)

## THE INSTITUTE

### Brief outline

The Institute of Linguists was founded in 1910. The Charter was granted in 2005, creating the Chartered Institute of Linguists.<sup>1</sup> The Institute occupies its own premises at 48 Southwark Street, London SE1 1UN.

The Institute is the largest professional membership association for linguists in the UK, and the only one to serve the needs of linguists in all fields of activity, including translators and interpreters, and linguists working in education, business, the professions and government.

The IoL Educational Trust (IoLET), a nationally accredited examining body and an associated charitable company within the Institute group of companies, provides professional-level examinations.

The Institute currently has about 6,200 members, approximately 75% UK-based, 15% in Europe and 10% in the rest of the world. The members of the Institute may belong to one or more of the Institute's professional Divisions: Translating; Interpreting; Business, Professions and Government; Education. A number of Societies are organised regionally (London, Cambridge, Scotland, Lincolnshire, North West, Solent, Hong Kong, Germany, Spain).

The Institute enjoys cooperative relationships with other professional bodies and with relevant areas in government, business and education.

The Institute publishes a journal, *The Linguist*, six times per year, serving its members and the wider public interested in languages and language work.

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<sup>1</sup> The Institute of Linguists, a company without shares, limited by guarantee, incorporated in 1958, continues to exist alongside the Chartered Institute of Linguists, incorporated under charter in 2005. The Institute of Linguists currently retains the assets, including the building. Simplification of the fiscal relationship is currently in process. For present purposes the term "the Institute" is used to encompass both legal entities.

## **The Institute Group of Companies**

The Institute has two wholly-owned subsidiary companies:

IoL Language Services Ltd (LSL). LSL ceased trading on 31 August 2010, most of its activities being absorbed within the Institute and the Educational Trust. The company will remain in existence, though dormant.

NRPSI Limited (trading as the National Register of Public Service Interpreters). NRPSI is planned to be divested from the Institute with a target date of 1 January 2011. Arrangements for continuance of the National Register, independent of the Institute, are currently under consideration.

IoLET, as noted above, is an associated charitable company within the Institute group of companies.

## **Governance**

The Institute's Council consists of the President, directly elected by the AGM, and 15 members elected by and from among the members of the Institute. There are a number of Vice-Presidents, distinguished linguists with connections with the Institute, who may attend Council but are not members of it and do not vote.

The members of Council constitute the members of the IoL Educational Trust, which appoints the Trust Board.

The Council appoints the Chief Executive and other senior members of staff. The title and responsibilities of Company Secretary are currently held by the Chief Executive. This is not an automatic requirement of the post, and alternative arrangements may be considered.

The Council meets approximately 5 times a year.

The main Committees of the Institute, reporting to the Council, are the Executive Committee, the Applications Committee, the Chartered Linguist Admissions Committee, the Chartered Linguist Appeals Committee and the Editorial Board. The Council also appoints the Disciplinary Committees and Disciplinary Appeals Committees.

N.B. The governance and management of the subsidiary companies, LSL and NRPSI, are not described here.

## **Finance**

Overall group turnover in 2008-09 was £2.6m (of which £1.2m was attributable to the Educational Trust, accounted separately as a charitable company; £378K attributable to NRPSI).

## **Staff**

There are at present some 46 members of staff, full- and part-time, divided among the Membership department (5), Educational Trust (21), NRPSI (9), and central services and management (11).

The senior management, reporting to the Chief Executive, consists of the Director of Finance and Administration, the Director of Membership/NRPSI Registrar and the Director of Examinations (Educational Trust).

## **THE CHIEF EXECUTIVE**

### **Outline of responsibilities**

The Chief Executive is accountable to the Council for the efficient operation of the Institute in all respects, with responsibilities as outlined below.

#### Strategy and planning

- To work with the Council, Senior Management and other staff in the Institute and the Educational Trust to ensure the fulfilment of the Institute's and the Trust's objectives, and to achieve effective growth and development.
- To keep the Council informed of relevant matters and to seek instruction from the Council as appropriate. The Chief Executive will work in close liaison with the Chair of Council, the Chair of the IoL Educational Trust Board and other officers.
- To recommend such action as may be necessary to meet budgetary, legislative, regulatory and stakeholder requirements.
- To provide leadership and effective management and to ensure that strategic objectives are met.

#### Financial Management

- To hold overall budgetary responsibility and to be responsible for managing expenditure within budget.

#### Compliance and legal matters

- To be responsible for legal matters concerning the Institute.
- To ensure that statutory accounts are submitted in accordance with current requirements of both charitable and company law.
- To ensure compliance in all relevant areas.

#### Human Resources and Premises

- To oversee the efficient use of human resources and the welfare of staff, and ensure that regular staff appraisals, appropriate training, health and safety and other HR procedures are in place and followed.
- To ensure that appropriate practices and procedures are in place and followed, in accordance with equal opportunities and other relevant legislation.
- To oversee the management of the Institute's premises to achieve effective and economical operation and to ensure compliance with safety and other requirements.

#### Public relations, promotion and new initiatives

- To have overall responsibility for promotion and public relations.
- To promote the goals of the Institute and to seek to increase its visibility, standing and influence through the media and other outlets, both nationally and internationally.
- To identify opportunities for development and to ensure maximum realisation of such opportunities.

### External relations

- To represent the Institute to the membership, to other organisations and specialist groups, to the media and to the general public.
- To develop and maintain effective relations with government departments and other agencies as appropriate.

### In the short- to medium term

- To manage the completion of the company reorganisation and of the administrative operations currently under way.
- To review the management and administrative structure of the Institute with a view to carrying out such reorganisation as may be necessary.
- To review and make proposals regarding the “governance” of the Institute.
- If this should prove necessary, to organise relocation of the Institute and manage the consequent sale or other arrangements in regard to Saxon House.

### **Person specification**

The Chief Executive will be a high calibre professional who can lead the Institute in the achievement of its objectives.

He or she will be expected to have qualifications and personal qualities as set out below, with relevant successful experience:

- Qualifications at degree level or equivalent, or appropriate professional qualifications
- Experience in the field of languages (e.g. the academic language world, national language bodies) is desirable but is not an absolute requirement when a candidate can demonstrate other appropriate abilities and experience.
- Experience of management and administration at a senior level. This is likely to include a track record of success in managerial, financial or legal roles, and to depend on:
  - Effective change management
  - Business competence
  - Relevant legal understanding
  - Financial understanding
  - Administrative competence.
- Excellent analytical skills and judgement and the ability to deal effectively with complex problems.
- Excellent written and oral communication skills, including presentational skills.
- The ability to interact effectively with a broad range of stakeholders.
- Experience and understanding of professional and/or membership bodies.
- Commitment to languages and cultural diversity.
- Understanding of the goals of the Institute and the ability to develop and promote them.
- The ability to promote the Institute nationally and internationally.
- The ability to identify opportunities for growth and improvement, and the energy and imagination required to realise the Institute’s potential.

### **Summary of terms and conditions**

The salary for the post will be in the range £70-80,000.

The post is full-time. The normal hours of work are 9-5.00 Monday to Friday, but work outside those hours will be required from time to time, and will include some Saturday attendance, which is compensated by time off in lieu. Paid work outside the Institute may only be undertaken with the permission of the Chair of Council.

Appointment will be for one year in the first instance, subject to a probationary period of six months.

Termination in the probationary period will require one month's notice on either side. Thereafter, three months' notice on either side is required.

The post carries entitlement of 30 days paid leave per year plus the three (or in some years four) days when the Institute is closed between Christmas and New Year. Paid holiday on statutory and other public holidays is additional to the entitlement.

The Institute offers participation in a voluntary defined contribution pension scheme with The Pension Trust. The Institute matches employee contribution at 5% of salary.

The appointment carries obligations regarding confidentiality. The Institute's Health & Safety, Grievance & Complaints and Disciplinary procedures are applicable.

No part of any previous employment will count towards continuous employment, for the purposes of the Employment Rights Act 1996.