



**Institute of
Translation
and Interpreting**



NON-EXEC DIRECTOR APPLICANT PACK

Introduction

Thank you for your interest in the co-opted Non-Executive Board Director role at the Institute of Translation and Interpreting (ITI). On behalf of our Board of Directors and the staff team, I am delighted to welcome you to the application process.

ITI is the only UK-based independent professional membership association for practicing translators and interpreters. Founded in 1986 and with over 3,000 members ITI is a significant resource within the language services industry in the UK and internationally.

Board members are a valuable asset, and we greatly value the broad range of skills that they bring to our organisation. We seek to harness their skills and experience in a way that contributes to the overall strategic vision and values of the Company.

Appointing two co-opted Non-Executive Directors is a new approach for our organisation, driven by the findings of a recent skills gap analysis. While having Board members elected from our membership provides valuable industry insight, we acknowledge that we would benefit from broader perspectives. That is why we are looking for two dynamic individuals who can bring fresh skills and experience to complement our existing strengths.

We are looking for people who not only bring skills and experience in areas like commercial/operations, marketing communications, digital marketing or HR but who also possess strong analytical thinking, sound problem-solving skills, and the ability to communicate and collaborate effectively.

Curiosity about our industry is a must too – you do not need to have any existing knowledge, just a willingness to learn.

We hope that you will be excited by the potential to contribute to our mission. Thank you once again for considering this role with ITI.

We have an inclusive and accessible selection process so that we can explore the unique strengths each candidate brings.

We look forward to receiving your application and discussing how you might be the right fit for our Board.

Nicki Bone MITI
Chair



About ITI

Our vision

Empowering global conversations by bridging linguistic and cultural differences.

Our vision is to contribute to a world where every word is understood, and where language is never a barrier. We achieve this through supporting and developing skilled professional translators and interpreters and promoting the value of their expertise.

Our mission

Our mission is to:

- Offer a professional home for language professionals, helping them to create and nurture a fulfilling career
- Promote and enforce our standards for professional conduct through training and education
- Increase public recognition of the value of the translation and interpreting professions through advocacy and engagement.



Our strategic priorities

For details of our strategic priorities for 2024-25, visit the [‘Our vision’](#) page on the ITI website.

Our values

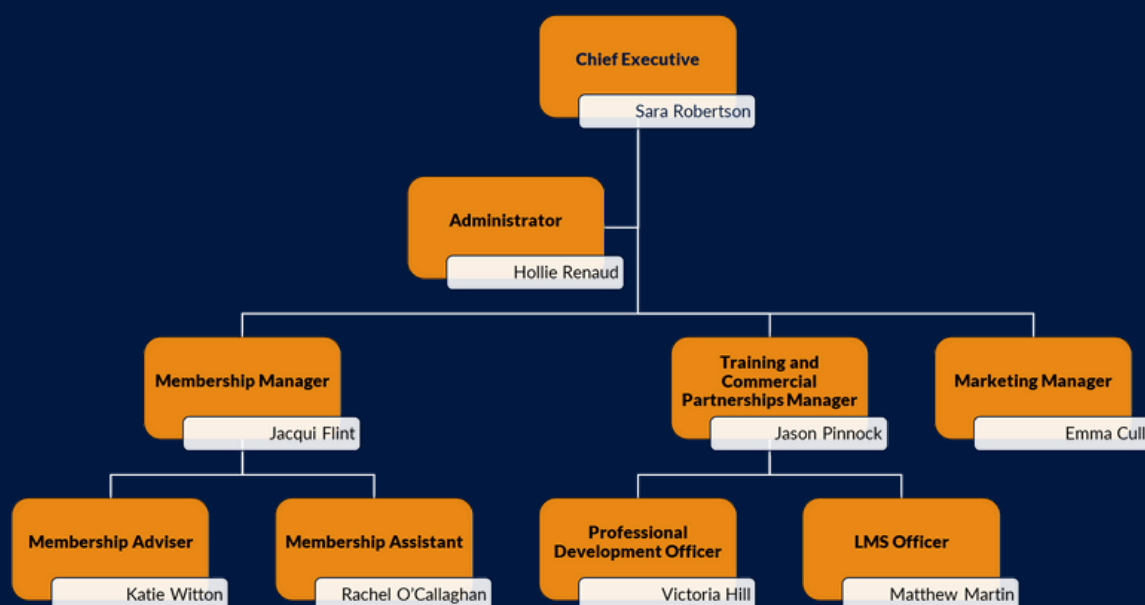
- Valuing professionalism
- Upholding high standards
- Being welcoming and inclusive
- Being forward-looking
- Behaving ethically

Membership

ITI offers a range of memberships designed to support translators and interpreters at each step of their career. We also welcome project managers, corporate members and academic institutions into our membership. In addition to our UK membership base, ITI has a large and growing international membership in continental Europe and around the world.

The team

Our small but energetic team of nine is responsible for delivering our strategic priorities and providing membership services and training.



The Board

All new Board members receive an induction pack, which includes the Board Members' Handbook. Here is a quick overview of the key areas.

The Board

From 1 May 2025 the Board will consist of the following elected members:

Fiona Gray MITI – Chair
Marian Dougan MITI
Dean Evans MITI
Anna Kerod MITI – Interpreter
Lloyd Bingham MITI
Simona Manca MITI
Laura Byrne MITI
Dr JC Penet – Corporate representative

Role of the Board

The powers of the Board are outlined in ITI's Articles, which are supported by the Bylaws.

The Board ensures ITI's long-term success by:

- Defining and upholding ITI's mission and values
- Setting strategic policies and monitoring progress
- Considering and approving budgets and financial accounts
- Establishing and overseeing risk management and governance frameworks
- Appointing and supporting the Chief Executive
- Ensuring legal and ethical compliance





Board meetings and communication

The Board meets formally eight times a year – primarily on Zoom, with two in-person meetings in Milton Keynes that include networking opportunities.

The in-person meetings include dinner and an overnight stay, allowing time to discuss issues informally and opportunity for Board members to get to know each other in a more social environment.

Meeting agendas are agreed in advance by the Chair and Chief Executive.

A Board meeting pack is circulated online a few days before each Board meeting. Board members should allow adequate time in advance of the meeting for reading meeting reports and papers.

Committees and Working Groups

The Board is supported by committees that focus on key areas such as membership, professional conduct, professional development, and remuneration. Some committees are permanent, while others are formed as needed to address specific issues. These groups provide oversight and make recommendations to the Board, with support from ITI staff. A Board member may be asked to take on additional responsibilities as lead member of one of these committees.

This governance structure ensures ITI remains a strong, member-led organisation, adapting to industry needs while upholding professional standards.

Role profile

Purpose of the role

To support the Board of ITI to meet its responsibilities for setting the organisation's strategic vision and objectives in line with regulatory requirements and ITI's mission, through good governance and effective strategic planning.

Key relationships

To maintain good relationships with other members of the Board, the Chief Executive, other members of staff and with external advisers and stakeholders.

Key responsibilities

Leadership

- To provide organisational leadership.
- To set the vision and mission and ensure that obligations to stakeholders and members are understood and reflected in strategy and policies.

Governance

- To ensure that ITI meets its legal and financial responsibilities, including managing risk.
- To support good practice in all governance matters.

Strategy

- To determine the desired strategic aims and outcomes and set the necessary short and long-term priorities to achieve them.
- To contribute to the review and evaluation of present and future opportunities and threats, and the development of measures to address these.

Board effectiveness

- To contribute to ensuring that the Board's business is conducted efficiently and effectively through a framework of delegation and systems of internal control.

Operational performance

- To scrutinise and review operational performance against agreed targets and budgets, ensuring ITI is managed efficiently and effectively.
- To take account of stakeholder and member feedback and benchmark ITI's performance against comparable organisations in order to drive continuous improvement.

Competencies required by co-opted Directors

Personal qualities

Directors should demonstrate positive support for the vision, mission and culture of ITI through their behaviour.

Development of sector knowledge

Directors do not need an in-depth knowledge of the translation and interpreting industry but should be willing to learn and develop their understanding of the industry to support the development of ITI's work and services to members.

Use of non-sector knowledge

Directors should apply their specialist skills and knowledge from other sectors to offer fresh insights, strengthen commercial awareness and introduce alternative approaches to the Board.

Self-management

Directors should manage their time and resources effectively. This includes adequately preparing for Board meetings and carrying out any delegated tasks to the best of their ability.

Leadership

Directors should demonstrate clear and effective organisational leadership, supporting their colleagues and the staff team to achieve strategic priorities and corporate objectives.

Strategic thinking

Directors should understand the external operating environment and be aware of the "big picture". They should be able to analyse the short, medium and long-term implications of opportunities and threats and be prepared to make recommendations on how ITI should proactively respond to evolving industry needs.

Working collegiately

Directors should demonstrate their ability to work collaboratively towards a shared goal. This includes demonstrating respect for others and supporting them to contribute in a meaningful way.

Decision-making

Directors should be able to analyse operational data and use their understanding to contribute effectively to Board discussions, challenging appropriately and showing due respect for other Directors' views and ITI's decision-making framework.

Networking

Directors should use their networking skills and personal connections to promote and advance ITI's mission. They should act as advocates for the profession and contribute to the development of the ITI community by supporting the professional development of others.

Application process

Remuneration

This is a voluntary role, although reasonable expenses for attendance at in-person meetings will be reimbursed.

Applications

If you are interested in contributing your skills and expertise to our Board, we would love to hear from you.

To apply, we would like you to send:

- Your CV (no more than two sides of A4), and
- A short cover letter (no more than one side of A4) answering two questions: what interests you about this opportunity, and how do your skills and experience make you a strong candidate for the role?

Please send your application to info@iti.org.uk

Key dates

Deadline for applications:	9 April 2025
Online interviews:	w/c 14 April 2025
Onboarding training:	28 April 2025
Role starts:	1 May 2025

We are committed to diversity and inclusion and welcome applications from individuals of all backgrounds.

