

## ATC seeks Chief Executive

The ATC is creating a new Chief Executive role to lead and direct the association's development. Do you know someone whose skills and experience would help us reach new heights?

The Chief Executive role is an exciting opportunity to be involved in developing the association's initiatives and building its future, and in providing the association with language services industry insight and direction.

### About the ATC

The Association of Translation Companies is one of the oldest organisations representing the interests of language service companies in the world. It is the UK authority for translation companies, with the primary goals of creating recognition and trust for stakeholders by promoting and regulating quality driven language industry standards and best practice, as well as supporting and nurturing its members for sustainability and growth.

### The role

The focus of the Chief Executive role is to provide direction to the Secretariat and ensure the smooth day-to-day running of the association's activities, and to support the Council and its Officers in the association's development and future growth.

#### Tasks

- Directing the Secretariat's activities
- Supporting the Officers' work
- Promoting and developing the association's commercial and non-commercial initiatives
- Promoting and developing ATC's ISO Certification Service
- Developing the association's membership base
- Representing the association and its interests externally
- Supporting the association's Committee work

The Chief Executive reports to the ATC's Chair.

### Skills and attributes

- Detailed knowledge and understanding of the translation industry as well as the challenges and opportunities facing ATC members in a changing global LSP landscape, its stakeholders, trends and technology
- Able to independently manage initiatives and retain an overview of the association's activities
- Able to promote the association externally on different platforms ranging from online presence to industry and client events
- Capable of analysing trends and developments affecting ATC members' business activities and working in partnership with the Council and its Officers in driving initiatives that address members' needs
- Analytical skills employed in problem solving and development work
- Excellent communication skills, able to produce both written and oral content for a variety of purposes
- Independent and self-motivated



The candidate should also have a good understanding of the association's current activities and future aims, as well as a grounding in association management work.

### The practicalities

The Chief Executive role is a flexible part-time contractor position.

- Start date October 2018
- 15-20 hours per week
- Contractor/self-employed
- Home or remote office based
- Some UK and international travel expected

### Application

Apply for the role by the closing date of 31 July 2018 by sending your application to [secretary@atc.org.uk](mailto:secretary@atc.org.uk).