

**Part-Time - Permanent - Interpreting Service Co-Ordinator**

Salary: £22,010.56 (Pro Rata) – 22.5 hours per week – Wednesday to Friday

Nottinghamshire Deaf Society is a vibrant organisation, providing a range of empowering services to D/deaf people.

We are seeking to appoint an enthusiastic person with excellent administration skills who can efficiently support the co-ordination of our Interpreting Team. You will need to have strong time-management and task prioritisation skills plus excellent interpersonal skills and be confident in communicating with Deaf BSL users and those who experience deafness in their day to day lives. This includes responding to incoming communications, requests for information and signposting to other services. The job demands the ability to maintain processes and systems but also respond to day-to-day activities.

The Service provides interpreters for the City and County of Nottinghamshire and our work includes community, health, legal and educational settings. The Service is vibrant, extremely busy and so requires someone who can be flexible, punctual, reliable, work well under pressure and work within a large team.

**Interested?**

Full Job Description, Person Specification & Application Form, can be found at:  
[www.nottsdeaf.org.uk/vacancies](http://www.nottsdeaf.org.uk/vacancies)

**How to apply:**

Completed applications should be sent to [frances.connor@nottsdeaf.org.uk](mailto:frances.connor@nottsdeaf.org.uk). Deaf applicants are welcome to submit applications via video in BSL. There is also a voluntary Equal Opportunities monitoring form.

For informal queries or any additional information, contact Frances Connor, Head of Services at [frances.connor@nottsdeaf.org.uk](mailto:frances.connor@nottsdeaf.org.uk) or 07930464360

**Closing Date: Thursday 14 March 24, 12 noon**