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**Chief Executive

The Immigration Law Practitioners' Association (ILPA)***Recruitment Information Pack*

**WELCOME**

****Dear applicant,

Thank you for your interest in becoming the new Chief Executive of The Immigration Law Practitioners’ Association (ILPA).

This is an association that is well loved by its members. It was first founded in 1984 by a group of leading practitioners and now services over 800 members and nearly 4000 individual member contacts.

I first came to know of ILPA when I was a trainee solicitor, working for a sole practitioner who told me “*If you work in immigration you have to be a member of ILPA*”. This is something we hear often, as although ILPA is not a regulatory body, being a member is seen as a quality mark for practitioners and the services we provide are considered invaluable.

To our members, ILPA is a community where they come to share knowledge, keep up to date with changes and receive high quality training to enable them to practice effectively. Members also rely on ILPA to be their voice in seeking change for the better to immigration, asylum and nationality law and practice. This we do through the work of our expert legal team, engaging with policy makers and stakeholders, and drawing on the experiences and expertise of our members.

Whilst immigration has always been a political hot potato, the sector is facing challenging times ahead with the passing of the Nationality and Borders Bill, the plan to send asylum seekers to Rwanda, the proposed reform of the Human Rights Act, and the bedding in of the new business immigration system to mention but a few. ILPA is uniquely placed to support our members though these challenging times and to effectively influence policy and practice.

This is an exciting opportunity to lead and be an ambassador of this highly respected organisation, doing vital work in this sector. You will be someone who can embrace our values, build and model a positive collaborative culture and have the ability to drive strategic development. For this role you will need to be able to operate diplomatically to interact with our members, policy makers, government, professional bodies, stakeholders and funders. ILPA is in a strong financial position, well-resourced and staffed. The staff team are ambitious, experienced and dedicated to ILPA’s objectives. The trustee board drawn from our members, is diverse, expert, and committed. The individual appointed will have strong managerial skills, sound financial acumen, they will understand the needs of an organisation with charitable status, they will have the ability to identify new opportunities for funding and the ability to further develop member benefits.

The current Chief Executive is leaving to take on a new challenge, and we are grateful for the eight years she dedicated to ILPA and the work that she accomplished in that time. She leaves a strong, close knit staff team which is supported by a passionate and collaborative Trustee Board.

If you believe you are the new Chief Executive to take this great organisation forward, building on our success, then we look forward to hearing from you.

We wish you every success in your application.

Yours sincerely

**Hazar El-Chamaa**

Chair, The Immigration Law Practitioners’ Association

**ABOUT ILPA**

The Immigration Law Practitioners’ Association (ILPA) is a professional association and registered charity, the majority of whose members are barristers, solicitors, advocates and OISC regulated advisers practising in all aspects of immigration, asylum and nationality law. Academics, non-governmental organisations and individuals with a substantial interest in the law are also members.

Founded in 1984 by leading practitioners in the field, ILPA exists to promote and improve advice and representation in immigration, asylum and nationality law, through an extensive programme of training and disseminating information and by providing research and opinion that draw on the experiences of members. ILPA is represented on numerous Government, official and non-Governmental advisory groups and regularly provides evidence to parliamentary and official enquiries.

## The objectives of ILPA are:

* to promote the advising and representation of immigrants,
* to provide information to members and others on domestic and European immigration, asylum and nationality law,
* to secure a non-racist, non-sexist, just and equitable system of immigration, asylum and nationality law practice.

These are set out in full in ILPA’s [Memorandum](https://ilpa.org.uk/ilpa-memorandum-of-association-revised-by-special-resolution-23-november-2013/) and [Articles of Association](https://ilpa.org.uk/ilpa-articles-of-association-revised-by-special-resolution-23-november-2019/)

**Our role and its context**

ILPA is not a regulatory body. It requires all members giving immigration advice to be regulated by the Bar Standards Board, the Solicitors Regulation Authority, Chartered Institute of Legal Executives (CILEX) or the Office of the Immigration Services Commissioner (OISC), or the equivalent professional bodies in the countries in which they work.

The Secretariat does not give advice to members of the public on individual cases but works closely with members to ensure that they are enabled to do their best for their clients. It runs ILPA’s busy training programme and produces a wide range of information for members and non-members.

**For further information:**

* [Our website](https://ilpa.org.uk/)
* [Strategic Plan 2021 to 2024](https://ilpa.org.uk/wp-content/uploads/2022/05/21.11.23-ILPA-Strategic-Plan-2021-to-2024-FINAL.pdf)
* [Annual Report 2021](https://ilpa.org.uk/ilpa-annual-report-2021/)
* [Accounts 2020-2021](https://ilpa.org.uk/ilpa-audited-and-signed-accounts-for-year-end-31-march-2021/)

**ILPA Structure Chart – April 2022**



**JOB DESCRIPTION**

**Job Title:** Chief Executive

**Responsible to:** Chair of Trustees

**Location:** Lindsey House, 40/42 Charterhouse Street, London EC1M 6JN

**Contract type:** 4 days per week / Permanent

**Flexible working:** Hybrid working - 2 days a week in the office and 2 days working from home.

**Salary:** £60,000 to £65,000 FTE per annum, depending on experience

**Staff Benefits:**

* 20 days annual leave for 4 days a week
* 5% employer contribution to a stakeholder pension scheme
* An employee assistance programme
* Membership of ACEVO for the Chief Executive

**Job purpose**

The Chief Executive has overall responsibility for the management and strategic leadership of ILPA. The trustees have also delegated a range of matters to the Chief Executive.

* Setting, with the Committee of Trustees, the overall direction of ILPA developing strategies and outcomes.
* Ensuring that ILPA is accountable to its members and that they are engaged in its work.
* Advocacy of behalf of the profession and members
* Managing ILPA’s day to day operations.
* Managing Human Resource matters, including managing reporting lines and working with staff, to ensure the effective running of the Secretariat.
* Ensuring the financial viability of ILPA.
* Supporting the Committee of Trustees, so that the trustees can fulfil their responsibilities.

**Role Description**

***Strategic Leadership***

* Setting, with the Committee of Trustees, the overall direction of ILPA developing strategies and outcomes.
* Ensuring effective tactics are in place to enable ILPA to function with consistent aims and focus, routinely reviewing activities in the light of a changing external environment.
* Setting the public image of ILPA; acting as an ambassador.
* Maintaining and, wherever possible, expanding ILPA’s membership, network of supporters and partners in line with the overall strategy.

***People Management***

* Overall responsibility for Human Resource matters (some of which may be delegated).
* Line managing staff and having overall responsibility for all ILPA staff (a team of 9).
* Supervising the work of all staff including monitoring and managing staff workloads, well-being and performance.
* Conducting regular staff appraisals.
* Responsibility for ILPA’s Equal Opportunities and Anti Discrimination policies and procedures.

***Financial Management***

* Ensuring the financial viability of ILPA and its compliance with all legal responsibilities and ILPA’s reserves policy.
* Supervising and monitoring ILPA’s revenue from membership and training.
* Cultivating relationships with individual funders and grant making bodies and developing relationships with potential funders.
* Supervising and monitoring the awarding of grants through the Strategic Legal Fund, the financial due diligence of grantees and the Strategic Legal Fund budget.
* Supervising and monitoring ILPA’s work on securing funding for and commissioning particular projects.
* Managing the production of annual reports.

***General Management***

* Taking a proactive role in liaising with the Committee of Trustees, working groups, staff and members, in respect of the running of ILPA.
* Taking overall responsibility for ILPA’s information dissemination, training, data management, communications and the Strategic Legal Fund.
* Developing structures and communication within ILPA for the better achievement of its objectives.
* Presenting and collating narrative reports for the Committee of Trustees and attendance at trustee meetings.

**PERSON SPECIFICATION**

**Essential experience, skills and knowledge:**

* Strong track record of strategic leadership within the charity.
* Experience of strategic planning including ideally experience of developing a theory of change with the ability to assess and manage strategic risk and evaluate the impact of activities.
* Robust financial skills including knowledge of funding sources, experience of making successful fundraising, leading an organisation through the cycle from budgeting to audit and presentation of accounts.
* Experience or understanding of the principles of grant making, financial due diligence and executive decision making in relation to grant giving.
* Extensive experience of line management of staff and excellent people management skills.
* A track record of building and leading high performing diverse teams through an inclusive and empowering leadership style.
* Demonstrable and proactive commitment to and understanding of equity, diversity and inclusion, valuing differences to make better decisions and deliver better outcomes.
* Experience of working successfully with a trustee board and an understanding of the role of the Chief Executive in effective governance.
* A creative and innovative thinker who builds support for new ideas, both strategic and tactical as required, applying strong analytical skills and clear judgement.
* An exceptional networker and communicator with excellent emotional intelligence and interpersonal skills. Able to influence at the most senior levels.
* Excellent time management skills and the ability to prioritise and to work calmly under pressure.
* Demonstrable and proactive commitment to promoting respect for human rights and the rule of law and ability to conduct advocacy on behalf of the profession.

**Desirable skills and knowledge:**

* Knowledge, or commitment to developing knowledge, of the legal profession and the regulatory environment in which practitioners in immigration, asylum and nationality law operate.
* Experience of one or more of the following would be highly desirable for this role:
	+ working in an organisation working with refugees and migrants;
	+ working in a law firm or advice agency;
	+ working in a professional membership organisation.
* Lived experience of the UK immigration system.

**HOW TO APPLY**

**To formally apply**, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please include your interest and motivation in applying for this position.

**Please send your application to** *(inserting “Application – CEO, ILPA” into the subject field):* response@peridotpartners.co.uk

If you would like to have an informal conversation about this opportunity you can email our advising consultants at Peridot Partners to arrange a call.

* Jules Chaney (E: jules@peridotpartners.co.uk or M: 07399 749982) or
* James Hunt (E: james@peridotpartners.co.uk or M: 07711 405 444)

**Equal Opportunities Monitoring**

Peridot Partners and ILPA are committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete this [equality monitoring survey](https://www.smartsurvey.co.uk/s/GI5W0F/).

This information will be treated confidentially and anonymously and will help us to support our commitment to fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone, in line with the new Data Protection Act 2018 launched on 25 May 2018.  The information provided does not form part of the decision-making process and will not affect your application.

**Data Processing, Protection and Privacy Policy**

By completing the form to view, or if you have access to this page from an email invitation, Peridot Partners will have processed your personal information. For more information about Peridot Partners' data processing activities and your rights, please read our [Privacy Policy](http://www.peridotpartners.co.uk/privacy-policy/).

**RECRUITMENT TIMETABLE**

**Closing date for applications:** By 9am, Friday 24th June 2022

**First stage interviews (virtual):** Monday 4th July 2022

**Second stage interviews (London):** From w/c Monday 11th July 2022