



Director (Part time, three days per week)

The Immigration Law Practitioners' Association is seeking a person who is passionate about the rights of refugees and migrants and ensuring that the advice and representation they receive is of the highest possible standard and committed to ensuring that this membership organisation can perform to its full potential, to head the organisation and anchor its varied and challenging programme of work.

The post holder will be responsible for contributing to and delivering on ILPA's strategic objectives and providing human and resources management, heading a professional staff in a dynamic and supportive professional environment.

This is an excellent opportunity to work at a senior level on a part-time basis with flexible working hours.

Start date: November 2012, or as soon as possible thereafter

Location: Clerkenwell, Central London

Reports to: Executive Committee

Annual leave: 25 days per annum pro rata (15 days)

Salary: Up to £55,000 pro rata depending on skills and experience. Pension 5% of salary.

Working Hours: Three days a week, core hours, 9 to 5, some evening working. Applications for flexible working will be considered.

Applications on ILPA's standard form should be sent to Elizabeth.White@ilpa.org.uk no later than 11am on Monday 15 October 2012. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html Tests and interviews will be held on 5th November

No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
Lindsey House, 40-42 Charterhouse Street, London, EC1M 6JN
Tel: 020 7251 8383 Fax: 020 7251 8384 www.ilpa.org.uk

Job Description

Purpose of post

Providing leadership for and having overall responsibility for the management of the Association, which is a largely self-financing membership organisation of seven staff which delivers services to some 1000 members and runs some 70 training courses a year.

- Managing reporting lines and working with staff to ensure the effective running of the Secretariat.
- Providing organisational support and guidance to the Legal Director
- Taking the lead in devising organisational policies and ensuring their implementation
- Supporting and servicing the Executive Committee

Role

1. Ensuring that the organisation retains a sound financial basis, including maintaining and developing revenue from membership and training, making funding/grant applications and finding new funding sources
 - Overseeing revenue and expenditure, with collation and analysis of feedback data
 - Identifying, getting in touch with and developing relationships with potential funders
 - Cultivating relationships with individual funders and grant making bodies
 - Securing funding for and commissioning particular projects
 - Developing, directing, researching and, as appropriate, drafting or assisting in drafting funding proposals
2. Line managing five staff and having overall responsibility for six.
 - Supervising the work of all staff including monitoring and managing staff workloads
 - Conducting regular staff appraisals and volunteer reviews
3. Taking overall responsibility for ILPA's information dissemination and training and working to improve ILPA's data management and communications.
4. Taking a proactive role in liaising with the Executive Committee, sub-committees, staff members and where appropriate members, in respect of the running of the Association, and developing structures and communication within the Association for the better achievement of its objects.
 - Co-ordination of the production of annual reports
 - Presenting narrative reports for the Executive Committee
5. Representing ILPA at events and meetings in conjunction with the Legal Director – as agreed with the Executive Committee
6. Any other duties which s/he may be reasonably expected to undertake for the effective performance of the tasks set out above.

Person Specification

Essential Requirements

- Experience in leading a small organisation or equivalent senior management experience and ability to inspire and enthuse others
- Commitment to the rights of refugees and migrants
- Commitment to the rule of law and to equality of opportunity
- Experience of line management of staff and excellent people management skills
- Experience in working in a not for profit organisation
- A strategic knowledge of the legal profession and the regulatory environment within which it operates
- Solid financial skills including
 - knowledge of funding sources
 - experience of making successful grant applications
 - leading an organisation through the cycle from budgeting to audit and presentation of accounts
 - Project management experience with demonstrable ability to bring in projects on time and within budget.
- Excellent time management skills and the ability to prioritise and to work calmly under pressure
- Ability to represent an organisation at the highest levels including experience of public speaking engagements
- Experience of working with a board of directors/trustees
- Strong IT skills and proven ability to develop an organisation's information technology and web presence

Desirable

- Experience of working in a charity
- Experience of working with charity accounts.
- Experience of work with organisations working with refugees and migrants
- Experience of working in a law firm or advice agency
- Campaigning and lobbying experience