



Professional Board - candidate information

We are currently recruiting Chartered Legal Executives and CILEX Lawyers to join our Professional Board.

The Professional Board is the body within the institutes governance where members have the opportunity to influence the work of CILEX. The Professional Board has responsibility for considering the views of members, engaging in consultations and policy developments that affect the areas of law in which CILEX professionals practice and developing initiatives that enhance the career progression opportunities and status of CILEX professionals.

Applying to join the professional board, offers you a unique opportunity to:

- Support and promote the work and mission of CILEX as an organisation
- Develop key leadership skills that will help you stand out amongst peers
- Increase the breadth and diversity of your professional network
- Invest in your personal development in a way that adds value to your employer and gives back to the CILEX community
- Become part of the pipeline of eligible candidates to apply for future appointment as President of the Institute.

Context

The vacancies have been created by the Professional Board's decision to expand the breadth of our governance and the voice of all levels of membership within CILEX. This has been, in part, influenced by our recent acquisition of the Institute of Paralegals which has highlighted the fact that, under our current Charter, only Fellows of the institute are permitted to be members of the Professional Board.

This is important, because the remit of the Professional Board is to ensure that the needs of all levels of membership are appropriately represented in the strategic aims of the organisation. We also wish to expand the breadth of knowledge on our Professional Board to also ensure that we have the most significant areas of legal specialism represented.

Time commitment: candidates wishing to join the Professional Board should be available to commit 20 days per annum to the role. This includes the expectation to attend professional board meetings (virtual), sit on one sub-committee, CILEX strategy days and other important annual events in person, such as the AGM, graduation and CILEX conference. Professional Board members will also be expected to spend time engaging with the wider membership and supporting career events for prospective students and members. Professional Board members will also have the chance to take the lead on a specific workstream within the Professional Board work plan (see Appendix 1 below), offering candidates the opportunity to have a significant impact on CILEX activity in an area where they can add most value, e.g. Careers promotion, Equality Diversity & Inclusion etc.

Remuneration: Professional Board members receive an annual loss of earnings payment of £8,000 based on a 20 day per annum commitment. Where in person attendance is required reasonable travel and subsistence expenses in line with our expenses policy.

Successful candidates will receive a full induction, including relevant online training about CILEX and the role of non-executive directors, as well as being given a professional board member as a mentor to support their transition into the role.

How to apply

To apply for one of these roles, please send a CV and covering letter describing how you meet the competencies outlined in the competency document by email to Recruitment@cilex.org.uk by 08.00 on Tuesday 2 April 2024.

Virtual interviews will take place during Mon 8 and Tues 9 April.

Key dates for 2024:

Professional board meetings

- Thursday 25 April 10.00-13.00 (online)
- Thursday 4 July 10.00-13.00 (in-person, London)
- Thursday 14 November 10.00-13.00 (online)

President's inauguration evening – Tuesday 16 July, London (TBC)

Annual General Meeting (AGM) and Board meeting - Wednesday 17 July

CILEX Board Strategy workshop - Wednesday 2 – Thursday 3 October (in person, venue TBC)

Graduation 2024 – Saturday 19 October, London

CILEX Conference 2024 – Thursday 6 November, Birmingham (TBC)

Appendix 1: 2024 Professional Board work plan

Context:

This is an overview work plan for the professional board to oversee in 2024 as it takes a lead in areas that fall within its remit. It is important to define how non-executives are expected to contribute and where they can add maximum value towards achieving our “parity in the workplace” strategy.

Work plan – portfolio areas:

Below are the seven portfolios that have been identified by the office holders and Director of Membership to deliver CILEX’s core strategic objectives and to build on identified activities that are central to the representative function of the professional body.

Portfolio of activity	Key objectives	Prof board member	Exec sponsor
Employer engagement	Raise the profile of CILEX qualification route within law firms & other providers Advocate for CILEX members to be guaranteed equal career development opportunities to their solicitor counterparts Promote the benefits of the new Chartered Paralegal title	President	Strategic Partnership Director
Member events	Deliver the portfolio of CILEX member events, including graduation, inauguration, roadshows, awards & the new CILEX conference Ensure events (hybrid and F2F) are supporting the delivery of key objectives, including promotion of practice rights and learner progression	Vice President	Director of Membership
Career Development	Ensure increase in applicants for judicial roles and judicial development activities e.g. PaJE Oversee the plan to increase the uptake of practice rights routes among eligible Fellows Ensure CPD and training meet the needs of members and facilitate compliance with regulatory requirements	Immediate Past President	Director of Membership
Policy development	Monitor emerging trends in specific practice areas Oversee sector-wide campaigns to remove barriers for CILEX members Ensure appropriate prof board oversight of each SRG	TBC substantive member	Director of Policy and Public Affairs
Professional networking	Promoting independent local networks of CILEX members Overseeing development of online communities by e.g. practice area, qualification stage Developing partnerships with Law Society junior lawyer networks and other multidisciplinary networking	TBC substantive member	Director of Membership

Equality, Diversity & Inclusion (EDI)	Set and monitor specific areas for exec to focus on e.g. gender pay gap, ethnicity differential attainment Attend events and promote CILEX as a champion of diversity and social mobility in the law Encourage members to participate in CILEX via the lens of EDI to ensure we are an inclusive organisation	TBC substantive member	Director of Membership
Career Promotion (16-25)	Oversee and monitor all career promotion activity e.g. School and college presentations Attend and present at relevant student events Build relationships with existing networks undertaking career promotion activity e.g. Sikhs in Law, Women in Law Kent etc	TBC substantive member	Director of Membership

Oversight and monitoring:

Although professional board members will assume oversight for a specific portfolio, it is not intended that non-executive directors assume a hands-on role. The role of non-execs will be to monitor progress against each portfolio area by meeting with the relevant exec sponsor (and any other team members) to discuss progress, barriers and opportunities.

Where a portfolio involves an externally-facing activity, that professional board member should feel confident representing CILEX e.g. presenting at a careers event. However, it is not their role to track all careers activity or to provide operational support.

For the portfolio areas that are overseen by the non-executive members of the professional board, the office holders will expect that non-exec to provide feedback and monitor progress via regular updates and at professional board meetings.