

Chief Executive

The Immigration Law Practitioners' Association (ILPA)

Recruitment Information Pack



ILPA

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 IAA regulated advisers practising in all aspects of immigration, asylum and nationality law. ILPA currently has approximately 4500 individual member contacts.

Founded in 1984 by leading practitioners in the field, and 42 years on, stronger than ever, 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.

Our vision is a fair and effective immigration system that respects human rights and the rule of law. We realise this by empowering members to provide the best possible advice and support for migrants and collaboratively working to improve law, policy and practice.

ILPA is represented on numerous Government, official and non-Governmental advisory groups and regularly provides high-level evidence to Parliamentary and official enquiries. ILPA is at the forefront of engagement with the Home Office, NGOs and other Government departments.

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 practise 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 policymakers and stakeholders, and drawing on the experiences and expertise of our members.

You will be leading a small, committed and expert team of 12 professionals in the legal, grant-funding, training, membership and communications spheres. You will report to the Chair of Trustees who leads a Committee of Trustees comprising 12 immigration and nationality lawyers and one accountant who are all dedicated to achieving ILPA's vision.

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 Immigration Advice Authority (IAA), 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.

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

For further information, please visit [ILPA's website](#).



JOB DESCRIPTION

Job Title:	Chief Executive
Responsible to:	Chair of Trustees
Location:	Hybrid (London, Remote)
Contract type:	5 days per week / Permanent
Flexible:	Hybrid working - At least 1 day a week in London
Salary:	Market rate

Overview

The Chief Executive is responsible for the overall leadership, strategic direction, management, and sustainability of ILPA. They will:

- Develop and deliver ILPA's organisational and project strategies with the Committee of Trustees.
- Lead and support the staff team, fostering a values-based, high-performing culture.
- Oversee ILPA's day-to-day operations and financial sustainability.
- Ensure accountability to and engagement with ILPA's members.
- Support the Committee of Trustees in fulfilling its governance responsibilities.
- Work collaboratively with the Director of Policy and Advocacy and their legal team to improve immigration, asylum, and nationality law, policy, and practice.

Role Description

Strategic Leadership

- Lead, with the Trustees, the development, delivery, and review of ILPA's Strategic Plan, ensuring it remains appropriately resourced and responsive to changing legal, political, and funding environments.
 - Grow and strengthen ILPA's membership, partnerships, and supporter network in line with strategic priorities.
 - Maintain and enhance ILPA's public profile and reputation.
- 

Financial Management

- Ensure ILPA's financial sustainability through effective grant-funding, budgeting, resource allocation, and management of membership and training income.
- Oversee compliance with all legal, regulatory, and financial obligations, including accounts, annual reporting, audits, and reserves policy.
- Build and maintain relationships with funders, securing and reporting on core and project funding.
- Oversee the Strategic Legal Fund, including grant-making, financial due diligence, and budget management, working with the Director of Strategic Litigation and Advice.

Governance

- Ensure compliance with all legal, regulatory, and charity governance requirements, including effective risk management.
- Support the Committee of Trustees through meeting and AGM preparation, reporting, and governance advice.
- Oversee Trustee induction, training, and regular skills audits.

People Management & Team Leadership

- Lead and manage ILPA's staff, fostering a values-based, inclusive, and high-performing culture.
- Hold overall responsibility for HR, including equal opportunities and anti-discrimination policies and compliance.
- Line manage and support the performance, development, engagement, and wellbeing of the team.
- Oversee staff workloads and ensure the effective operation of the Secretariat.

General Management

- Oversee ILPA's operations, including membership, training, communications, recruitment, data and IT systems, information sharing and the Strategic Legal Fund.
 - Work closely with the Committee of Trustees, working groups, staff and members to support the effective running of ILPA.
 - Develop organisational systems, structures, and communications to advance ILPA's objectives.
- 

PERSON SPECIFICATION

Essential experience, skills and knowledge

1. Significant senior leadership experience in the charity, membership, legal or not-for-profit sector, with a strong track record of organisational development and strategic delivery.
 2. Proven ability to develop and implement strategy, manage risk, evaluate impact and lead organisational change.
 3. Strong commitment to human rights, access to justice and the rule of law.
 4. Excellent financial management skills, including budgeting, financial oversight, grant funding, audit processes and presenting financial information to boards.
 5. Proven experience of grant-making, financial due diligence and decision-making in relation to grant funding.
 6. Proven experience of building, leading and developing high-performing and diverse teams through an inclusive, values-based leadership style.
 7. Extensive people management experience, including line management, performance management and staff development.
 8. Strong commitment to equity, diversity, and inclusion, with the ability to foster an inclusive organisational culture.
 9. Experience of working effectively with a Trustee Board and a sound understanding of charity governance.
 10. Exceptional communication, influencing, networking and relationship-building skills, with the ability to represent and advocate for an organisation at senior levels.
 11. Knowledge of, or the ability to develop, a strong understanding of the legal profession, migration sector, and the issues affecting immigration, asylum, and nationality practitioners, combined with an understanding of and empathy for those affected by those issues.
 12. Excellent organisational skills, with the ability to prioritise effectively and perform under pressure.
- 

HOW TO APPLY

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

Applications from individuals only – no agencies. Please do **not** use artificial intelligence in writing your supporting statement.

Equal Opportunities Monitoring ILPA is 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](#) and return with your application. This information will be treated confidentially and anonymously. The information provided does not form part of the decision-making process and will not affect your application.

RECRUITMENT TIMETABLE

Closing date for applications: 9am, Monday 10 August 2026

Interviews (Hybrid): Week commencing Monday 17 August

15 July 2026

