

**International Law Book Facility**

**Trustee Recruitment Pack**

**Contents**

About the International Law Book Facility

Our Fundraising

Trustee role description and person specification

Diversity and Equality

Next Steps

Registered charity: number 1112628

Company Number: 04999536

## **Welcome from the chairman of trustees**

Thank you for your interest in the role of ILBF trustee.

The ILBF supports access to justice and the rule of law through sharing legal knowledge. We ship law books donated by the legal community to organizations overseas to support legal education, judicial practice, legislative drafting, and the upholding of rights. We are passionate about access to justice and making sure that precious but no longer needed legal resources are given a second life and shipped to those that need them.

We work with other access to justice and professional organisations to enhance our impact, for example ROLE UK, the CMJA, the CLA, A4ID, and the UK Sierra Leone Pro Bono Network.

We look forward to receiving your completed application.

Best regards

Paul Lowenstein QC

Chairman of trustees

**Our Fundraising**

**Grants**

We make regular applications for grants to fund our work, receiving funds from law firms, corporates and other organisations, including Latham & Watkins, Fieldfisher, Anglo American/De Beers and LexisNexis. The vast majority of our funding is used to fund shipments.

We receive considerable in-kind support from our major law firm partners, in particular Clifford Chance.

**Events**

*Law undergraduate essay competition*

In 2021-2022, we held our first law undergraduate essay competition which was launched at our 15th anniversary event on 25th November by Lord Burnett of Maldon, Lord Chief Justice, and sponsored by international London law firm Brown Rudnick. The competition attracted entries from law students at universities across the UK. After several rounds of judging, the winner was selected by Lord Thomas of Cwmgiedd, ILBF founder and patron, and Professor Richard Susskind. The prize for the winner is a week’s internship with Brown Rudnick plus up to £500 in expenses. The essay competition secured a significant boost to our funds.

The competition was a great success and the plan is to repeat the competition in 2022-2023 once a law firm sponsor has been secured.

*Royal Parks Half*

One of our trustees will be fielding a team to take part in the Royal Parks Half Marathon in October 2022. Sponsorship of the team will be major fund-raising opportunity.

**Role Description for trustees**

Trustees of the ILBF ordinarily meet three times a year, with additional meetings as required, to provide strategic insight, governance, and financial oversight. Trustees generally meet in the evenings, between 5pm and 7pm. Currently trustee meetings are held virtually. In person meetings are held in central London.

In between meetings, there are many opportunities for trustees to get directly involved with our work, whether assisting with fund raising, strategic planning, building networks, or future development.

The trustees are supported by an experienced and dedicated team of volunteers who are members of the operating committee led by the CEO. The ILBF’s patrons, many of whom have at one time been a trustee, provide additional, invaluable support. The trustees are looking for a new trustee who is passionate about access to justice and who can contribute in a direct and practical way to the growth of the charity.

**Main Duties**

* To have overall responsibility for managing the affairs of the charity to ensure that its mission is fulfilled, including promoting the work of the ILBF where relevant
* To ensure that the charity operates according to the law, and that the requirements of grant making bodies are fulfilled
* To ensure collectively that the business of the organisation is conducted openly and with integrity
* To ensure that ILBF operates within the terms of the Memorandum and Articles of Association and the overall aims and objectives of the organisation.
* To participate in defining the strategic direction of the organisation
* To receive and debate material which enables the Trustee board to fulfil its purpose
* To establish policies and procedures that underpin the work of the organisation
* To oversee the financial affairs of the organisation
* To support the CEO in her work to implement the strategic decisions taken by the Trustee board at an operational level
* To safeguard the reputation and interests of the organisation.

**Person Specification**

The ILBF hopes that the successful candidate will bring expertise in any of the following areas:

* Knowledge and experience of international pro bono - either from practice, with an NGO, or with an international professional organisation or corporation
* Networks overseas, especially in Africa where the majority of our shipments are received
* Business strategy, leadership and organisational development within the private and/or voluntary sector
* Fundraising, particularly corporate partnerships
* Media and public relations
* Some knowledge/experience of international shipping

In addition to the skills above, the successful applicant will;

* Be willing to learn about the organisation and attend training and other events to maintain this knowledge
* Be able to offer time and attend meetings on a regular basis including evening meetings
* Be able to think creatively and express their views, and be able to listen to and contribute to debate
* Have strategic vision
* Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)

**Current trustees**

Paul Lowenstein QC, Twenty Essex, chairman of trustees

Jane Colston, Partner, Brown Rudnick LLP, and Diversity and Inclusion Officer, Litigation Committee of the International Bar Association

The Rt Hon Lord Justice Dingemans, Lord Justice of Appeal
Philip Hill, Partner, Clifford Chance LLP
Maryann McMahon, Managing Director, Morgan Stanley

The Hon Mr Justice Picken, Judge of the High Court of Justice, Queen’s Bench Division

Mark Stephens CBE, Partner, Howard Kennedy

## Although the current board members have legal backgrounds, all backgrounds will be considered.

## The trustee role is unremunerated, but some expenses such as travel and childcare will be covered.

**Diversity**

Having a board that reflects the diversity of the communities in which we live and work, and the communities that our books support overseas is also important to us. We therefore encourage people from a range of backgrounds and experiences to apply. We welcome applicants from Black, Asian or Minority Ethnic (BAME) and / or LGBTQ backgrounds, and from a range of socio-economic, age and educational backgrounds.

**Next Steps**

To express an interest in becoming our new trustee, please complete the attached form and submit it with a copy of your CV to katrinacrossley@ilbf.org.uk

Closing date for the applications: **Sunday, 31st July 2022**

Initial interviews with shortlisted candidates: **w/c Monday, 5th September 2022**

Thank you for your interest and we look forward to hearing from you