





Chief Executive Officer (Part-Time)

International Law Book Facility (ILBF)

 *Remote with occasional meetings in London*

 *Part-time (1 day per week)*

 *Salary: up to £15,000*

 *Applications due by 24th October 2025*

About the ILBF

The International Law Book Facility (ILBF) is a UK-based charity that supports the rule of law worldwide by providing legal texts to not-for-profit organisations, including courts, universities, and legal professional bodies. Our mission is to support the rule of law through improving access to legal knowledge and strengthening legal systems globally.

The Opportunity

We are seeking a dynamic and strategic Chief Executive Officer to lead the ILBF into its next chapter. As CEO, you will be the face of the charity—building partnerships, overseeing operations, managing volunteers, and driving fundraising and promotional efforts. This is a unique opportunity to lead a small but impactful organisation with a global reach.

Key Responsibilities

- Develop and maintain strategic partnerships with legal, academic, and international organisations
- Manage budget against income

- Oversee book donations, applications, and global shipments
 - Recruit and supervise the ILBF's annual shipping coordinator
 - Lead fundraising efforts, including our flagship annual essay competition
 - Manage internal and external reporting, including to trustees and funders
 - Promote the ILBF through marketing, events, and stakeholder engagement
 - Support and coordinate a dedicated network of volunteers
 - Drive the development of new ILBF initiatives and activities
-

About You

We're looking for a leader who is:

- A confident communicator and relationship-builder
 - Skilled in operational oversight and project management
 - Passionate about access to justice and international development
 - Experienced in fundraising and stakeholder engagement
 - Comfortable working independently
-

How to Apply

To apply, please send your CV and a cover letter outlining your suitability for the role to Katrina Crossley, katrinacrossley@ilbf.org.uk. Applications due by 24th October 2025.
