



Chief Executive Officer (CEO)

Role Profile

About the International Law Book Facility (ILBF)

The International Law Book Facility (ILBF) is a UK-based charity that supports the rule of law by providing legal texts donated by the UK legal community to not-for-profit organisations around the world. These include courts, legal professional bodies, law schools, and NGOs. The ILBF supports the rule of law by promoting access to legal knowledge, to enhance legal education and training in the recipient countries.

Role

The CEO of the ILBF will lead the organisation strategically and operationally, acting as the public face of the charity.

The CEO will be responsible for:

- 1) Overseeing book donations, applications and shipment operations to donees;
- 2) Recruiting and supervising the shipping coordinator;
- 3) Recruiting¹ and managing volunteers and staff to assist with 1) above (the operating committee);
- 4) Oversight of budget against income to ensure funds to do 1) above and fund CEO role;

¹ From law undergraduates, graduates, pupil barristers and others from interested organisations.

- 5) Maintaining current partnerships who fund the charity and provide other services e.g. corporate governance and book storage;
- 6) Driving fundraising;
- 7) Promotional activities to assist with 6) above, receiving book donations and finding volunteers to do 2) above².
- 8) Reporting – internal to trustees quarterly via an in person and/or zoom meeting (usually hosted in/from London by a trustee).

Detailed Responsibilities

A comprehensive breakdown of the CEO's responsibilities is provided in the following sections:

Operational oversight of book donations, applications and shipments and operations committee

- Managing offers of books, liaising with Clifford Chance records team, managing book stocks
- Oversight and management of applications
- Oversight and management of shipments with delegation to the shipping coordinator
- Oversight of shipping to achieve the most cost effective and efficient solution
- Oversight of operations committee work streams

Recruiting and supervising the shipping coordinator

- Recruiting a new shipping coordinator each year – historically from the University of Surrey's work placement scheme

² Eg website and LinkedIn accounts and essay writing competition for law undergraduates.

- Training and supervision of shipping coordinator
- Feedback (as necessary) during and at end of placement e.g. to University of Surrey tutor

Budget management and fund raising, including the annual essay competition

- Budget management and monitoring spend versus income. Identify funding needs.
- Writing grant applications and maintaining relationships with financial donors and grant bodies, including reporting on spend to such financial donors
- Monitoring and managing occasional CAF campaigns
- Managing the annual essay competition from funding to judging and communications

Reporting – internal and external

- Scheduling and administration of trustees and patrons meetings twice a year
- Preparing detailed CEO reports and funder reports
- Oversight of data collection, particularly from donees
- Newsletter preparation
- Compiling annual report information and collecting recipient feedback

Volunteer management

- Coordinate and train volunteers
- Establish and maintain student volunteer groups at universities
- Identify and recruit volunteers as needed for sub-committees

Promotion of the ILBF: marketing and website

- Managing website once a month for any new posts with the support of a volunteer team
- Post any new content with the support of a volunteer team

Person Specification

- Strong communication and relationship-building skills
- Operational management experience including logistics and volunteer coordination
- Ability to manage multiple projects and stakeholders
- Commitment to the mission and values of the ILBF

Terms and Conditions

This is a part-time role for the equivalent of one day a week, with flexible working arrangements. Most work is to be done remotely but the role-holder will be expected to attend trustee meetings and other work activities. The role-holder will be engaged as a consultant. The CEO reports to the Chairman of Trustees. Remuneration and working hours will be discussed with shortlisted candidates.

How to Apply

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