

PRIVATE & CONFIDENTIAL

Candidate Brief



CILEx

Director of Education

U0303

March 2021

Managing Director

Sarah Thewlis

sat@thewlisgraham.com

Contents

1. Welcome letter from Linda Ford, CEO - CILEx
2. About the role of the Director of Education and information about CILEx
3. Remuneration
4. Timeline, Application Process and How to apply
5. Diversity and Inclusion Monitoring
6. Strategic Leadership Team Structure

Appendix I- Senior Appointment Recruitment Information



Dear Candidate

We have an exciting opportunity for a Director of Education to join our team. Reporting directly to me as CEO, you'll be the executive lead for the Education Board and support me and Institute Board by preparing strategic discussion papers and advising on matters relevant to our role as both an awarding organisation for professional legal qualifications, and as a commercial training provider.

As Director of Education, you will need a willingness and ability to challenge outdated perceptions about the CILEX route and to build awareness and recognition of CILEX qualifications.

We are looking for an individual who has a solid career history having previously managed education functions in the context of a professional membership or regulatory environment and proven track record of achieving policy change, securing funding and commercialising education provision.

Although this is being advertised as a full-time role, consideration will be given to candidates with the required skills and experience to undertake this role on a part time basis and the salary would be pro-rated accordingly.

If you want to explore your candidacy further, please feel free to contact our recruitment partner: Sarah Thewlis of Thewlis Graham Associates on 020 785 4781. She will be happy to discuss the role in more detail.

Full information about how to apply along with the timeline is included towards the end of this pack.

With kind regards,

A handwritten signature in black ink that reads "Linda Ford".

Linda Ford
Chief Executive Officer

2. About the role of the Director of Education

Job Title:	Director of Education
Reports to:	Chief Executive
Job Purpose:	As a member of the strategic leadership team, you will lead development and delivery of the organisation's education strategy.

You will be the executive lead for the Education Board and support the CEO and Institute Board by preparing strategic discussion papers and advising on matters relevant our role as both an awarding organisation for professional legal qualifications and as a commercial training provider.

The Role

Critical to its purpose and mission, CILEX through its qualifications must offer accessible, affordable and flexible routes into the law and a programme of continuing professional development (CPD) products that support career enhancement and ongoing competence.

Having recently launched its new professional qualification framework (CPQ) CILEX aims to establish its lawyers and paralegals as legal professionals who are diverse, and have the skills and experience required to meet the needs of consumers and to transform the delivery of legal services. Key to its success will be establishing CPQ as a credible alternative to the Solicitor qualification.

As Director of Education, you will need a willingness and ability to challenge outdated perceptions about the CILEX route and to build awareness and recognition of CILEX qualifications.

As a leading voice for under-represented groups within the legal profession, CILEX has an important role to play in influencing public education policy. The Director of Education will be required to represent CILEX in these discussions and to work in collaboration with key stakeholders to challenge policy and achieve positive change.

We are looking for an individual who has a solid career history having previously managed education functions in the context of a professional membership or regulatory environment and proven track record of achieving policy change, securing funding and commercialising education provision.

Now more strategically focused the successful candidate will need to be well established within education policy networks, able to represent CILEX within government-led forums and to develop partnership arrangements and collaborative relationships with key stakeholders.

Person Specification

Essential Qualifications and Experience

- Current or recent experience representing an organisation on a DfE Advisory Panel, government working group or similar national policy forum.

- Comprehensive understanding of education funding rules and available funding streams for professional education.
- Proven track record of having made successful bids for government funding for the provision of education related products or services.
- Proven track record establishing or changing education policy.
- Strong influencing skills with established relationships amongst education policy makers and influencers.
- Experience of having achieved expansion of education delivery into International markets & securing accreditation or mutual recognition of qualification agreements.
- Successful history of having created and delivered an education strategy within a professional membership association, regulator or awarding body.

Skills and Attributes

- Must be able to command confidence and respect with the Board, education regulators, government policy makers and other key stakeholders.
- Expertise in writing bids and making funding applications.
- Confident presenter able to engage large national and international audiences.
- Able to advise on the latest pedagogical approaches in both teaching and learning delivery and assessment methodologies.
- Brings a modern, innovative and fresh thinking approach to the design and development of professional competency-based qualification frameworks.
- Is committed to the provision of accessible, affordable and flexible learning providing access to professional career opportunities for those from disadvantaged backgrounds and underrepresented groups.
- Is an inspiring leader who is experienced in developing teams to maximise performance and enhance quality.
- Able to command respect amongst the legal academic community.

CILEX – Redefining the legal profession

At CILEX, we have a different vision of what a lawyer is, and a different vision for the legal profession. It doesn't take a certain type of person or the right background to be a great lawyer. And it definitely doesn't take a degree. Instead, it takes the right kind of training.

CILEX is changing the rules and clearing the way for a new breed of legal professional, one that is different by design. We're transforming the legal sector by broadening access, supporting social mobility and raising professional standards.

Our goal is to build a profession that better reflects the people and communities it serves and delivers high-quality, practical legal solutions efficiently and with a human touch.

We provide outstanding training, robust certification and continuing professional development to legal professionals at all levels, while driving greater diversity across the sector and advocating for our members.

Our Team

We're a bit different from other professional bodies. No oak panelling. No Latin motto. No stuffy tradition. Instead, we're a bit more progressive.

We're looking for people who want to be part of our diverse and imaginative team, people who want to innovate and blaze a trail.

Our Purpose

To develop, support and inspire a highly skilled body of legal professionals and make the UK legal sector more efficient, more representative and better able to serve society.

We do this by innovating to deliver:

- Relevant high-quality training
- Ongoing professional development
- Advocacy for our members and the difference they can make.

Our Mission

To transform the legal profession by educating, developing and supporting our members to deliver high-quality, accessible legal services for the benefit of society as a whole. In achieving our mission, we are committed to:

- Celebrating difference
- Challenging outdated perceptions
- Combining technical expertise with practical insight and emotional intelligence
- Providing opportunities without barriers.

Our Core Values

Innovation - We generate ideas, don't feel failure, embrace change and are courageous.

Excellence - We strive for excellence in everything that we do.

Integrity - We build trust with open and honest communications and act fairly.

Ownership - We take responsibility for our work and accept.

Passionate - We take pride in our work, share expertise freely, bring positivity and enthusiasm and encourage others to be the best they can be.

Stronger together - We respect everyone as an individual, are open to the ideas of others and we work as a team.

3. Remuneration

Salary - £95K to £100K

Although this is being advertised as a full-time role, consideration will be given to candidates with the required skills and experience to undertake this role on a part time basis and the salary would be pro-rated accordingly.

- Home based with an expectation of 3-5 days physical attendance a month from 2021 (with appropriate Covid-19 restrictions)
- Competitive Pension Scheme
- Generous Annual Leave Allowance
- Private Healthcare
- Employee Assistance Programme
- Life Assurance
- A Health & Wellbeing focus
- Access to our training and development Learning Hub

4. Timeline, Application Process and How to apply

Timeline

Dates	Activity
19 April 5pm	Applications close
20 – 26 April	Thewlis Graham consultant interviewing of interested candidates
4 May	Client Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities section and the people who best meet these will be invited for Covid-Secure interview with Thewlis Graham Associates online.

Those candidates not invited to interview will be advised by email by mid-May.

Longlisted candidates will be advised by email. After a consultation between CILEx and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference **U0303**: -

1. A comprehensive CV
2. A covering letter containing:
 - A comprehensive CV
 - A covering letter which fully addresses your suitability for the role and your motivation for applying
 - Your current remunerations details and notice period, and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.

Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.

5. Diversity and Inclusion Monitoring

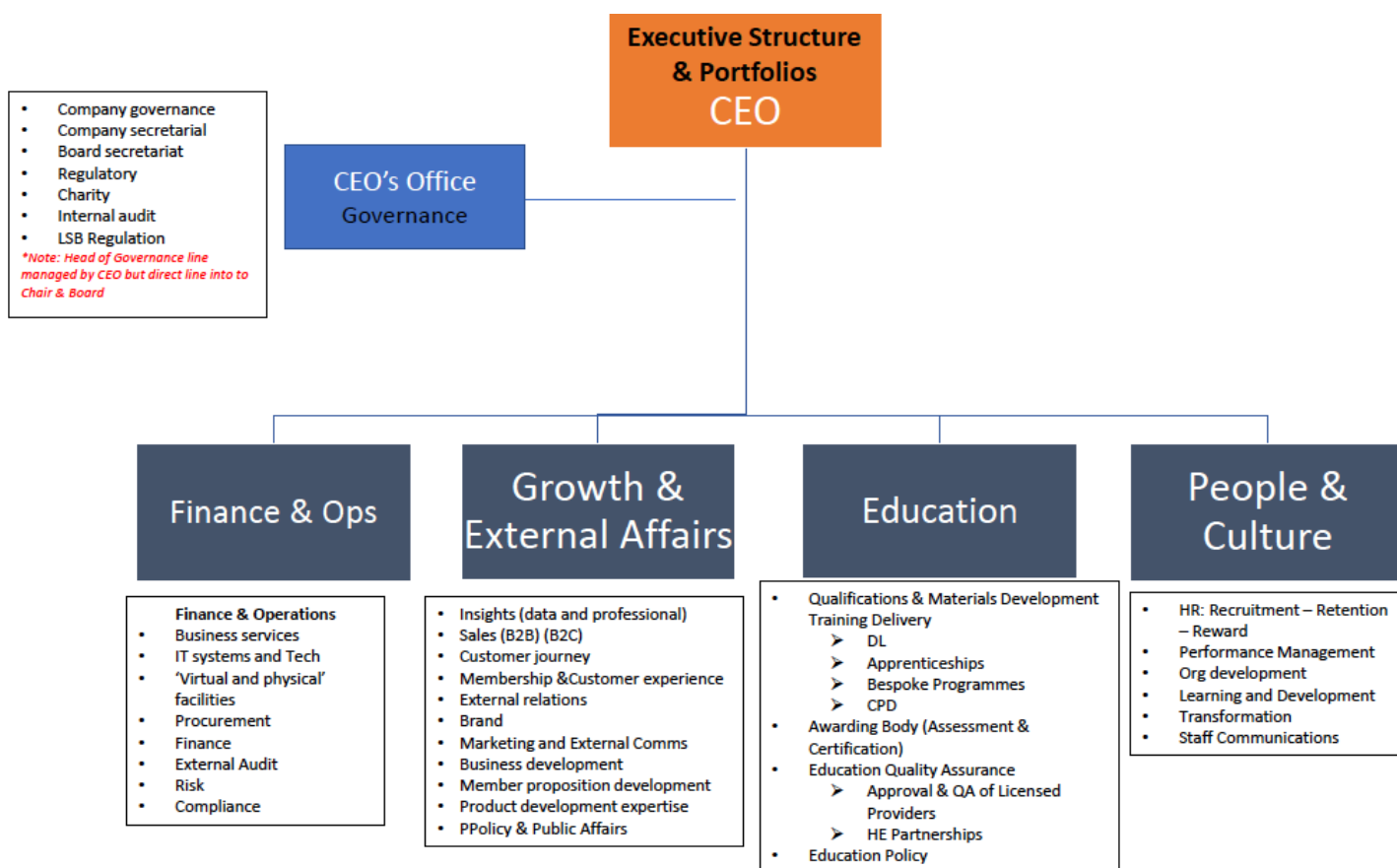
Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your completed diversity and inclusion monitoring form as Thewlis Graham Associates is committed to monitoring and analysing diversity information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

6. Strategic Leadership Team Structure



Redefining the legal profession

CILEX is a leading membership and training body for the legal profession, supporting over 20,000 lawyers, paralegals, legal secretaries and other skilled professionals.

We are vocal champions for progressive change in our sector, recognising that the profession and the qualifications that support legal practice need to adapt to the evolving requirements of individuals, businesses and institutions.

CILEX is a progressive and forward-thinking chartered professional body with a bold vision and a clear purpose – both for our members and society as a whole.

[Learn more about CILEX's vision](#)



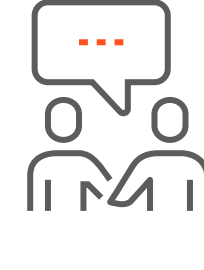
Chartered Professional Membership Body



Qualification Awarding Body



Commercial Law School



A Leading Charity

CILEX supports more than **20,000** members



Transforming the legal profession

We have an ambitious strategy to transform the provision of legal services by broadening access, supporting social mobility and raising professional standards. Our goal is to build a legal profession that better reflects the people and communities it serves and improve access to justice and legal advice for consumers. We are committed to broadening access to the legal profession by removing academic and financial obstacles to entry and providing pathways into law that allow professionals from all backgrounds to learn as they earn.



Committed to **broadening access**

In pursuit of this goal, we provide innovative legal education and training, robust certification and continuing professional development to legal professionals at all levels, while driving greater diversity across the sector and advocating for our members.

[Learn more about CILEX's Broadening Access](#)

A leading professional law school

Our commercial law school is a leader in the provision of high-quality, accessible remote professional education and student support. Established in 1983, CILEX Law School has trained thousands of people from diverse backgrounds to qualify into the legal professions and pursue roles in legal practices, companies and public sector bodies.

4,000
students at any one time

90%
of our students recommend us

37 yrs
of innovative legal training

CILEX also partners with a select range of accredited third-party training providers.

[Learn more about CILEX's Law School](#)



Launched the **Women in Law** pledge

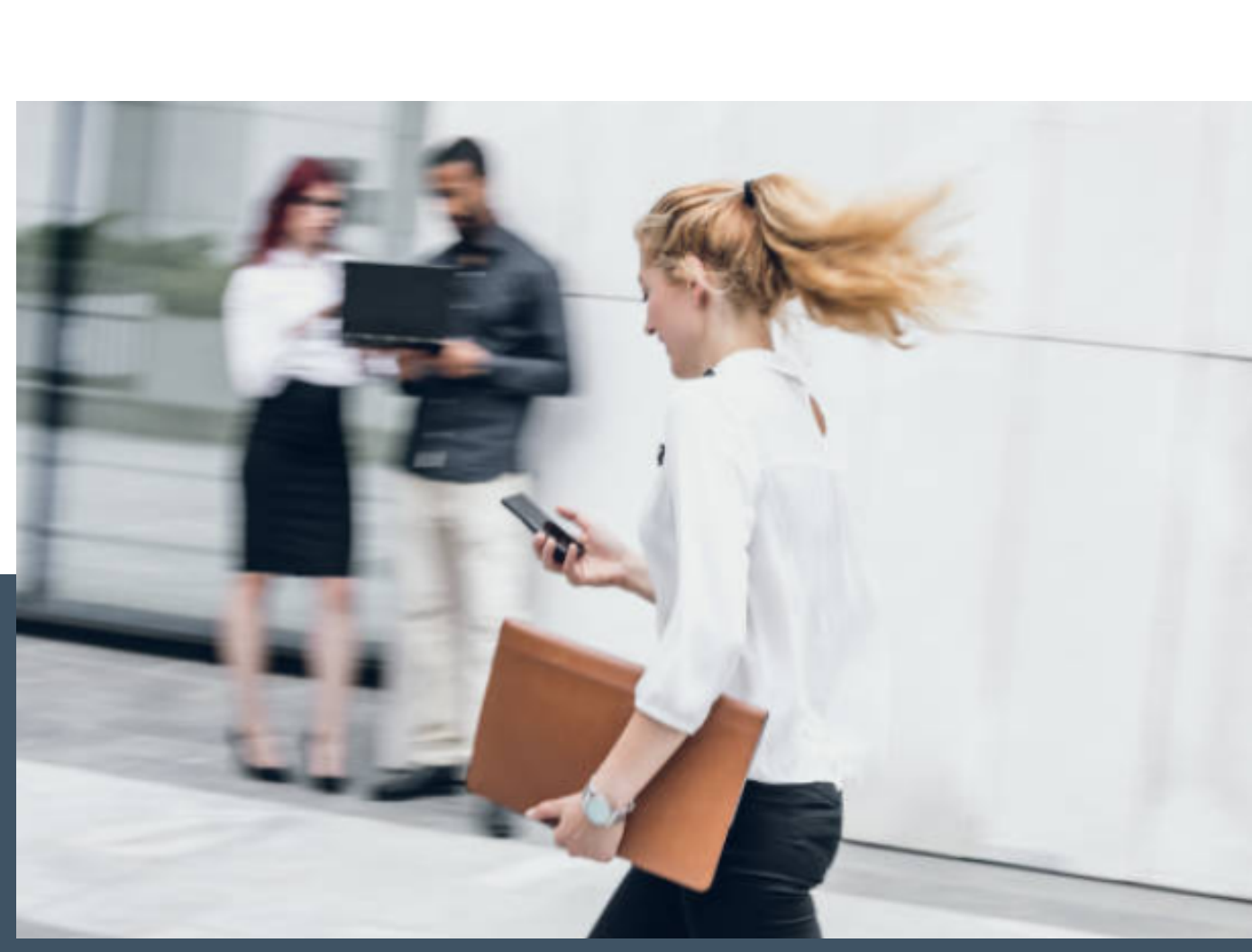
Campaigning for gender equality

CILEX continues to work tirelessly to challenge outdated perceptions. We recently launched the Women in Law pledge – creating a commitment to improve gender equity and we continue to engage in projects campaign for the rights of pregnant women and new mothers in the workplace.



Setting the highest standards

As a membership body we set the professional standards required of our members; structure qualifications and deliver training and continuing professional development; and provide thought leadership and insight on the constantly changing legal landscape.



Recognised leader in law

We are recognised by a number of industry awards including the prestigious LexisNexis and Modern Law award.

“CILEX continues to shake up the legal profession and lead the way in challenging outdated perceptions”

Law Gazette

“CILEX has long pioneered the non-graduate route into law”

Legal Futures



We offer

- Home-based working anywhere in the UK, with an expectation of 3-5 days physical attendance a month from 2021 (with appropriate Covid-19 restrictions)
- Competitive pension scheme
- Generous annual leave
- Private healthcare
- Employee assistance programme
- Life assurance
- A health and wellbeing focus
- Access to our training and development learning hub



Employer of choice

As an innovator and advocate for change within the legal sector, CILEX is a progressive modern employer. You'll be joining a diverse team comprising experienced professionals with education, legal and financial services and membership backgrounds, and working in a close-knit, highly collaborative environment to deliver our mission.