

CILEX

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CANDIDATE PACK

NON EXECUTIVE DIRECTORS

OCTOBER 2023



HUNTER  
Executive talent for the healthcare sector



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“It was an amazing journey with CILEX.  
You can divide your time with the study,  
with your family members, with your work  
life as well.”

CILEX member

# WELCOME

## Thank you for your interest in the Chartered Institute of Legal Executives (CILEX) and our Non-Executive Director (NED) roles.

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 diverse profession that better reflects the people and communities we serve, delivering 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.

Committed to transforming the delivery of legal services, we launched our new professional qualification framework (CPQ) in 2021 followed by new apprenticeship programmes in 2023, with a view to establishing our lawyers and paralegals as legal professionals with the skills and experience required to meet the needs of consumers.

Establishing qualification through CILEX as a credible alternative to the SQE route will be critical to our continued success, so emphasis in the coming years will be on raising awareness of the equivalence of CILEX lawyers to Solicitors, establishing a structured career path, and creating a clear preference for our qualification, standards, products and services.

If you think you could add value to our Board then we want to hear from you. A number of our current NEDs will be reaching the end of their term in office over the course of 2024 and we are looking to bring a range of skills onto the board over the year. In particular we will be looking for individuals with a strong background in Finance and Accounting, Education or Legal Professional Standards, or Legal Regulatory experience but we are also open to candidates who can add value in other ways and make a real and meaningful contribution to our onward journey.

To learn more please contact our recruitment partners Rhiannon Smith and Jenny Adrian at [rsmith@hunter-healthcare.com](mailto:rsmith@hunter-healthcare.com) or [jadrian@hunter-healthcare.com](mailto:jadrian@hunter-healthcare.com)

To learn more or for a confidential discussion, please contact Rhiannon Smith or Jenny Adrian at our recruitment partners, Hunter Healthcare by email: [jadrian@hunter-healthcare.com](mailto:jadrian@hunter-healthcare.com) or phone: 07939 250362



# ABOUT CILEX

**The Chartered Institute of Legal Executives (CILEX) is the professional association and governing body for over 20,000 Chartered Legal Executive Lawyers, other legal practitioners and paralegals. Our role is to enhance the role and standing of Chartered Legal Executives and all our members within the legal profession.**

Critical to our purpose and mission, CILEX offers accessible, affordable and flexible routes into the law and a programme of continuing professional development (CPD) products that support career enhancement and ongoing competence. Our regulatory framework must establish trust and confidence in CILEX standards and the professionals that meet them, and facilitate consumer choice in legal services and access to justice.

## WHAT IS A CILEX LAWYER?

CILEX Lawyers are fully qualified legal professionals authorised to practise as specialist lawyers alongside Solicitors.

What differentiates a CILEX Lawyer from a solicitor is that a CILEX Lawyer begins to specialise in a specific area of practice during their qualification, providing them with extensive knowledge and experience of that area of law.

## WHAT DO CILEX DO?

CILEX offers accessible routes to a career in the law through a range of qualifications and courses leading to registration as a Paralegal, Chartered Lawyer and even the opportunity to apply for Judicial appointment. We have created the UK's most flexible and affordable routes to legal qualification.

As the UK's second largest legal professional body, we actively campaign for policy improvements and legislative reform to open up new career opportunities for CILEX members and to improve access to justice.

We maintain a public register of specialist lawyers and paralegals regulated through our independent regulatory body, CILEX regulation Limited.

## 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 our **Core Values:**

- **Innovation**  
We generate ideas, don't fear failure, take risks, 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 accountability
- **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

# OUR STRATEGIC PRIORITIES

**In 2021, CILEX conducted a survey of its members to better understand their experience in the workplace.**

The data provided showed the determination of CILEX members to succeed, to deliver access to justice and to improve the justice system for those they represent. It also highlighted the difficulties faced by members, some of whom faced discrimination and unfair treatment from fellow professionals and their employers.

The findings allowed CILEX to establish an agenda from which to build its strategy for the next two to three years. This centres around four key themes:

## 1. MAKE JUSTICE BETTER

CILEX members want to make justice better for the communities they come from and serve. This is driven by the diversity of CILEX members at every level and the rejection of the social, educational and professional elitism that even today defines attitudes in many of those who operate in the legal sector.

To do this, CILEX will continue to address current inequities and prejudices in the law and the legal system, and fight to remove the remaining barriers faced by its members.

CILEX will also continue to speak out on public policy issues, working to make its voice heard on the law and what is needed to ensure an efficient and effective legal system.

## 2. MAKE OURSELVES BETTER

CILEX members want to succeed and achieve their career goals. CILEX wants to ensure its members have the recognition they deserve for the world-class, non-traditional qualification route they have followed.

## 3. MAKE WORK BETTER

CILEX wants its members to have a work environment that is qualification-route blind and appoints, promotes and rewards on talent. One where, regardless of qualification, there is opportunity to have employer-funded training and CPD, and where study leave and time to participate in professional life is made available.

## 4. PROUD OF CILEX

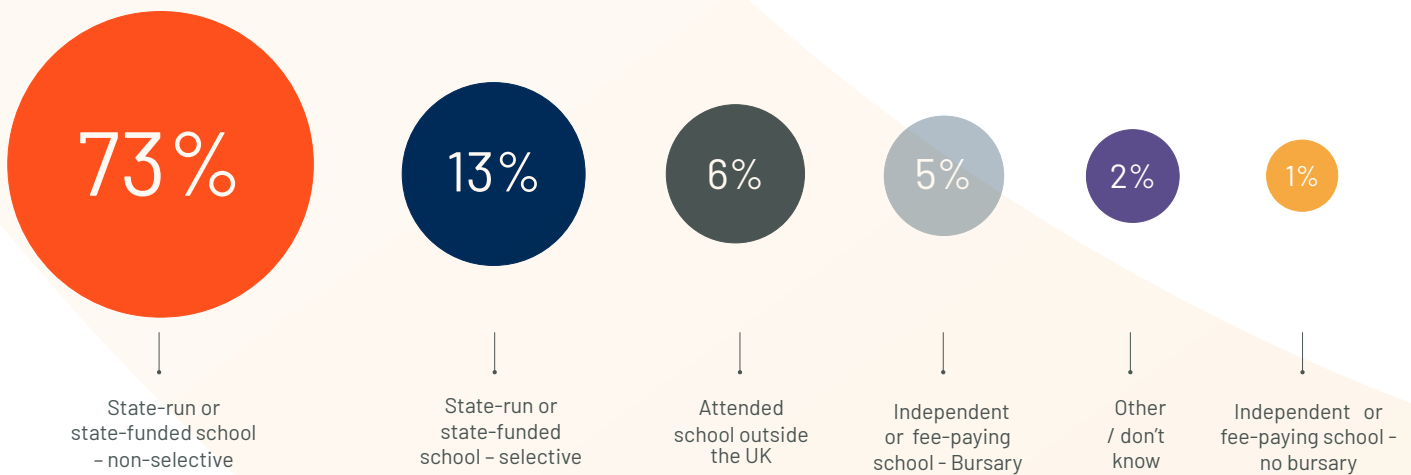
CILEX members are incredibly proud of CILEX and what it has enabled them to do. CILEX is dedicated to retaining that commitment and support by ensuring a positive culture and an attractive and engaging brand.

CILEX also wants to grow the power of CILEX members by expanding the qualification outside England and Wales and to continue to reform its governance so that every CILEX member gets a voice.

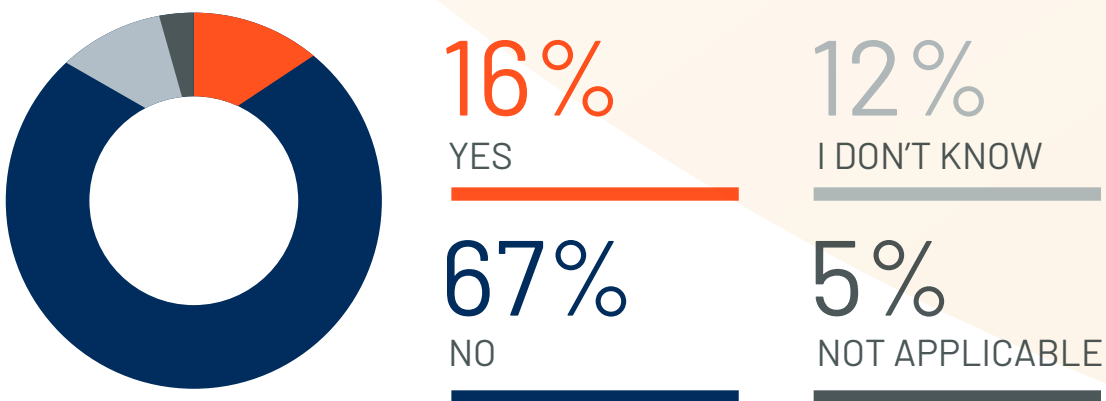
# THE CILEX ROUTE

The CILEX route into a career in law is open to everyone with talent and the willingness to work hard and learn; it draws people from a wider social background than other parts of the legal profession. CILEX is unique in that it is open to all and doesn't require university attendance. 56% of our members did not attend university. Of our members who have attended university over half were the first in their families to do so.

## THE MAJORITY OF OUR MEMBERS ATTENDED STATE FUNDED SCHOOLS



## MEMBERS IN HOUSEHOLDS RECEIVING FREE SCHOOL MEALS



# OUR DIVERSE MEMBERSHIP

At CILEX we're committed to ensuring inclusion and diversity is at the centre of what we do and by celebrating and encouraging diverse voices across the legal sector, we know this adds value to the communities our members serve.

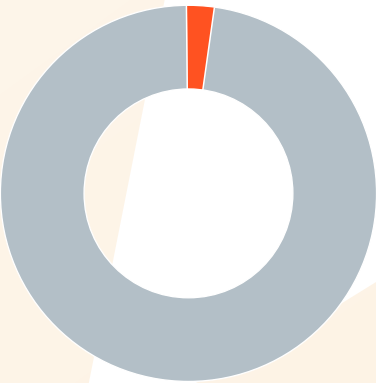
We continue to monitor and report data, and are proud to say 77% of our members are women, and around 16% of all our members are from Black, Asian or Minority Ethnic groups.



**5.7%** OF OUR MEMBERS CONSIDER THEMSELVES TO HAVE A DISABILITY

**4%** OF OUR MEMBERS ARE LGBTQA+

## SEXUAL ORIENTATION



## EDUCATION



**56%** OF OUR MEMBERS DID NOT ATTEND UNIVERSITY

# 2022 IN NUMBERS



1000+

products and services were accessed through CILEX Rewards

22,500

log-ins to MyCareer with

42,224

activities undertaken

47%

of Members downloaded their digital credentials



24,000+

calls answered by our Customer Services team



150+

members across 8 cities attended the CILEX member engagement tour



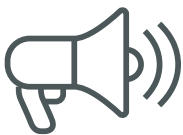
290

apprenticeship End-Point-Assessments were delivered



7,050

exams and assessments were sat in 2022



474

apprentices learning with CILEX Law School



2,125

CILEX Law School L3/L6 courses resulting in 3,318 assessments being sat



500+

CILEX Law School CPQ courses resulting in 364 assessments being sat



**2022 pass rates:**

76% at Level 3

70% at Level

6 76% at CPQ

Foundation stage



744

mentions in national, legal and trade press



1,824

members belonging to Specialist Reference Groups



16

consultations were responded to by the CILEX Policy team



143,473

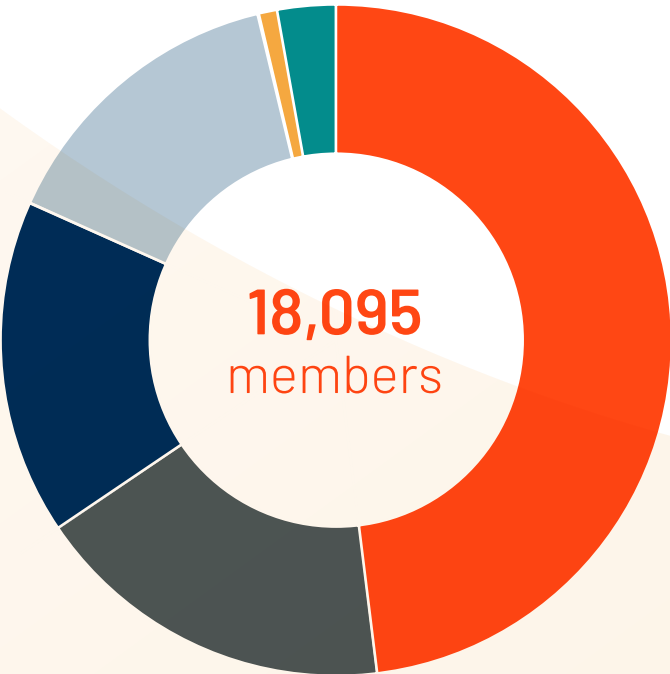
engagements on social media



# OUR MEMBERSHIP IN NUMBERS

For over 50 years CILEX has been committed to broadening access to the legal profession by providing training and support for our members. With over 18,000 members, the career progression and personal development of our members has never been more important to us.

## MEMBERSHIP OF THE INSTITUTE



Key:

	Fellow:	48%
	Advanced Paralegal:	15%
	Paralegal:	17%
	Student:	15%
	Associate Prosecutor:	1%
	Affiliate:	4%

## ACHIEVEMENTS



**51** CILEX Practitioners



**6** CILEX Advocates

(+35 ACCA-Probate Practitioners)

# WHAT WE ARE LOOKING FOR

You may be looking for your first step into a Non Executive Director role or you may have proven success in a previous governance or directorship role. What is important to us is your drive to champion the CILEX values, the passion to support diversity and inclusion initiatives, combined with credibility in your field of commercial expertise.

As well as generalist board members, we are also looking specifically for individuals with knowledge, experience and credibility in Finance, Accountancy, Audit and/or Statutory Compliance, experience in, or with, Legal regulatory bodies or a background in the development of Senior or Further Education or in legal services education. Working with or in third sector Charitable Organisations or foundations will also be advantageous.

The time commitment for these paid Non Exec roles is approximately 2 days per month plus 2 extra days attendance at Board meetings with a maximum term duration of 6 years.

This time commitment must be combined with a willingness to 'roll up your sleeves' and support the Senior Team when necessary.

Meetings will be mostly virtual with an expected in-person commitment of approx. 6 days per year.

## THE NOLAN PRINCIPLES OF PUBLIC LIFE

All members of the bodies that comprise CILEX Governance Structure are expected to have an awareness and commitment to the Nolan Principles of Public Life.

The 'Nolan principles' are the basis of the ethical standards expected of public office holders. They were first set out by Lord Nolan in 1995 and they are included in the **Ministerial code**:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership



# PERSONAL SPECIFICATION

TRAIT	ESSENTIAL REQUIREMENTS
<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Have a robust strategic approach to business planning and future proofing combined with the ability to motivate, inspire and bring about organisational change. Demonstrate that power comes with responsibility.</li> </ul>
<b>BUSINESS ACUMEN</b>	<ul style="list-style-type: none"> <li>Evidence broad exposure to business planning combined with being able to identify financial and commercial opportunities.</li> </ul>
<b>SELF AWARENESS</b>	<ul style="list-style-type: none"> <li>Have empathy and a sensitivity to others and listens to their needs and priorities. With well developed emotional intelligence, tailored communication and the ability to build relationships and collaborate with a diverse range of people</li> </ul>
<b>OBJECTIVITY</b>	<ul style="list-style-type: none"> <li>Facilitate robust discussions encompassing the broadest range of views and experiences. Can present positive challenge to ideas as well as an analytical and questioning approach to the old and new.</li> </ul>
<b>DECISION MAKING</b>	<ul style="list-style-type: none"> <li>Are able to assimilate and evaluate information effectively, prioritise and reach decisions of sound judgement even in uncertainty. Can recognise own appetite for risk, identify potential impacts and reach appropriate solutions.</li> </ul>
<b>TEAM COLLABORATION</b>	<ul style="list-style-type: none"> <li>Build trusted working relationships, recognise and embrace others strengths. Have the gravitas to work cohesively among a high profile professional group, sharing the workload but with the humility to accept opposing majority decisions.</li> </ul>
<b>FACILITATION</b>	<ul style="list-style-type: none"> <li>The ability to achieve great outcomes through others, communicating a clear vision, providing strategic direction combined with encouraging others to participate and contribute.</li> </ul>
<b>DIRECTORIAL AWARENESS</b>	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the statutory and fiduciary duties required of a director of a regulated organisation.</li> </ul>
<b>PUBLIC OFFICE</b>	<ul style="list-style-type: none"> <li>An understanding of the exposure to public scrutiny and personal commitment to upholding the highest standards of public life as per the Nolan Principles*. Exhibit integrity, a high personal code of ethics and behave, at all times, in a balanced and inclusive manner.</li> </ul>

# HOW TO APPLY

The closing date for applications for the Finance and Education roles is **11 December 2023**.

The closing date for applications for the Legal and Regulatory and general roles is **15 January 2024**.

All applications must quote reference CILEx\_NEDs and include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and e-mail addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**. Please note that the information you provide will be treated as confidential, and is for monitoring purposes only. It will not form part of the application process.

Applications will be assessed on merit, as part of a fair and open process, from the widest possible pool of candidates. The information provided by applicants will be relied on to assess whether sufficient personal responsibility and achievement have been demonstrated in previous/other roles, to satisfy the experience being sought.

The best Boards are those that reflect the workforce and communities they serve.

We particularly welcome applications from women, people from black, Asian and minority ethnic communities, and people with disabilities, who we know are all under-represented in these important roles and also those with lived experience as a person or being a carer or family member of someone who has mental ill-health, a learning disability or addiction.

There is a requirement to achieve a satisfactory annual performance review by the Nominations Committee of the Council of Governors.

The Chair is appointed by and may be removed from office by the Council of Governors, in line with the Constitution.

All applications should be sent to: **applications@hunter-healthcare.com**. All applications will be acknowledged.

For an informal conversation about the post, please contact Rhiannon Smith or Jenny Adrian at our recruitment partners, Hunter Healthcare by email: **jadrian@hunter-healthcare.com** or phone: 07939 250362

## KEY DATES:

	Finance and Education roles	Legal and Regulatory and general roles
<b>Application Deadline</b>	<b>11 December 2023</b>	<b>15 January 2024</b>
<b>Shortlisting</b>	<b>w/c 8 January 2024</b>	<b>w/c 5 February 2024</b>
<b>Stakeholder Sessions &amp; Interviews</b>	<b>w/c 22 January 2024</b>	<b>w/c 26 February 2024</b>



“I definitely recommend the CILEX route. You can work at the same time and you can balance it around everyday life. You still get the end result ultimately.”

CILEX student member





CILEX

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Executive talent for the healthcare sector