

IEP BOARD INFORMATION PACK 2024

This is an exciting opportunity to IEP Members to apply for election to the Institute of Employability Professionals Board.

The IEP is a passionate business that is helping employers and professionals around the world to play a transformational role in the lives of people. We are currently looking to elect three directors to bring skills and experience to our business and help us grow its scale and impact.



WHO WE ARE AND WHAT WE DO

The IEP is the only international professional membership institute for the employability profession. It represents its members to key influencers and sets the standards for the profession. It is dedicated to supporting the people who support others gain work, progress in work, and retain work.

Our goal is to promote excellence in employability services worldwide and we strive to achieve our vision where 'employability professionals everywhere are the best they can be'.

Since 2011, we have established our presence across the UK and grown to operate in several countries including Australia, Sweden and Canada. We also work with partners across the Netherlands, The Gulf States and South Korea.

Together with our partners across the employability and skills sectors worldwide we are building a thriving, energetic, creative network of skilled and knowledgeable professionals, collaborating to enhance quality and standards in the profession by providing learning opportunities, quality content and information, and peer connections and support.

The IEP is a not-for-profit business, as a purpose and values-led business, we reinvest our surpluses to deliver further social impact.

Our 11,000+ members are dedicated to improving the lives of people who are often the most disadvantaged in society, such as those in need by reason of youth, age, ill health disability, financial or those facing other challenges such as ex-offenders and homelessness. They do this by equipping people with the skills, knowledge, and resources that they need to improve their employability opportunities that will lead them into fulfilling jobs.



The IEP is passionate about delivering quality, relevant and engaging learning to our colleagues across the sector, to empower individuals to perform to a professional standard, champion employability as a recognised profession, secure employer recognition and create a network of opportunity. We also strive to deliver valuable networking opportunities and opportunities for debate for staff at all levels from frontline practitioners to senior managers.

Through our range of member benefits and the sharing of knowledge and best practice we aim to build our thriving profession - an energetic, creative network of trained, skilled, and knowledgeable professionals – encouraging them to support each other in learning and develop the profession's skills and expertise together so that they can be the best they can be for the people they are supporting.

One of IEP's strategic goals is to reach as many employability professionals as possible, both here in the UK and overseas. As such, we develop opportunities to engage globally through our Centre for Employability Excellence, on-line events, the IEP Journal and our annual IEP Summit

Achieving this requires highly motivated individuals, working closely as a team. Together we will always strive to improve and share our knowledge with the sector.

IEP is governed by a Board of Directors. It has a up to 12 elected directors who must be Associate, Full or Fellow members of the Institute. Directors must not be prohibited by law from being a director or be disqualified from acting as a company director under the Companies Act 2006.

Strategic Framework

- Member Support Services
- Learning and Development
- Research and Thought Leadership
- Governance and Accountability
- Growth and Diversification



OUR VISION AND VALUES

Our Vision

'Employability Professionals are the best they can be'.

Our Mission

The IEP is dedicated to supporting the people who support others gain work, progress in work, and retain work.

- Empower individuals to perform to a professional standard through gaining relevant further knowledge and understanding, building their skills, and acting in accordance with the IEP's stated values.
- Champion employability as a recognised profession through representation of our people's social and economic contribution and achievements to policy makers and influencers.
- Create a network of opportunity enabling this vision to be achieved.

Our Values



THE ROLE

As well as statutory governance, our Board has a strong advisory function and we are looking for Board Members who can also provide professional support and mentoring to different members of the team, in order to develop skills and competencies.

The role of the Board is to set the IEP's strategy on behalf of the membership. Elections are organised annually and all professional members (i.e., those holding the letter AIEP, MIEP, MAIEP and FIEP) are eligible to stand. The Directors' role in supporting the Institute is to -

Establish vision, mission, and values

- Determine the company's vision and mission to guide and set the pace for its current operations and future development.
- Determine the values to be promoted throughout the company.
- Determine and review company goals.
- Determine company policies.

Set strategy and structure

- Review and evaluate present and future opportunities, threats, and risks in the external environment; and current and future strengths, weaknesses and risks relating to the company.
- Determine strategic options, select those to be pursued, and decide the means to implement and support them.
- Determine the business strategies and plans that underpin the corporate strategy.
- Ensure that the company's organisational structure and capability are appropriate for implementing the chosen strategies.
- Determine the company's appetite for risk and to engage in the process of backing a robust risk management programme focused on the company's business and the area(s) of its activities.

Delegate to management

- Delegate authority to management, and monitor and evaluate the implementation of policies, strategies, and business plans.
- Determine monitoring criteria to be used by the board.
- Ensure that internal controls are effective.
- Communicate with senior management.

Exercise accountability and responsibility to relevant stakeholders

- Ensure that communications both to and from relevant stakeholders are effective.
- Understand and consider the interests of shareholders and relevant stakeholders.
- Monitor relations with relevant stakeholders by the gathering and evaluation of appropriate information.
- Promote the goodwill and support of relevant stakeholders.



WHO WE ARE LOOKING FOR

Our business has the potential to play a pivotal role in addressing inequality and unlocking economic potential of people and places. The business has an ever-growing reach, and we want our Board to reflect the geographies and communities in which we operate. In particular, we are looking for applications from a diverse range of applicants as regards age, gender, ethnicity, background and lived experience.

We have identified some particular areas where we are looking to grow our experience, skills, and capability. We are therefore particularly interested in hearing from applicants who could bring some or all of the following experience:

Business Growth

As we extend our service offer to the wider employability sector, we would value interest from people who have delivered significant business growth and who can help our operational team to better reach both existing and new partners.

International Finance and Legal Experience

As we grow internationally, we would welcome technical expertise in terms of international finance and/or international legal experience.

Social Media and Digital Transformation

We are particularly interested in anyone who has experience in developing and implementing strategies which have used social media and/or digital tools to transform and grow a business and develop new services and methods of delivery.



ATTRIBUTES

We expect all of our Board Members to share our Vision, Mission, and Values. In addition to the particular experience outlined above, we are looking for individuals who will bring the following attributes:

- Challenge – both inside and outside Board meetings
- Focus – you will help us identify the important issues.
- Detail conscious - you can see the detail as well as the bigger picture.
- Accessibility and approachability – you can expect some interaction with our team
- Hands-on – we are looking for practical individuals who can give advice on how to approach opportunities and challenges.

Board Member Requirements

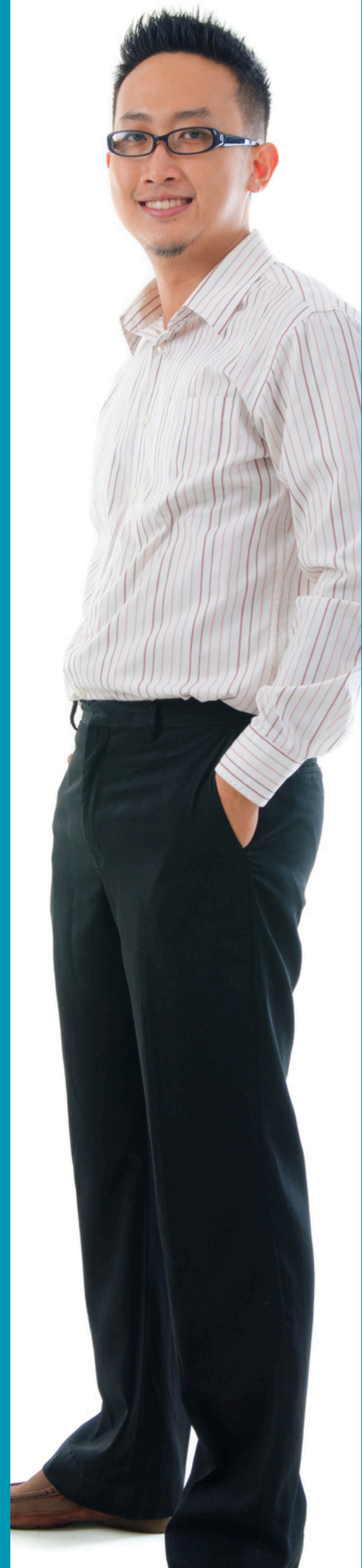
- Proven track record in a leadership role preferred.
- Knowledge of the organisation and the employability industry.
- Sufficient time availability for board duties.
- Strong diplomatic and interpersonal skills.

Time Commitment

Our Board meets once a quarter for approximately two hours. These are usually held virtually. There is also a small amount of advance reading for each meeting. There is a Board awayday each year to consider strategic planning. In addition, we expect there will be up to half a day a month of additional time by way of professional support, mentoring or other input around your areas of particular specialism. We assess the time commitment annually as around 12 days.

Remuneration

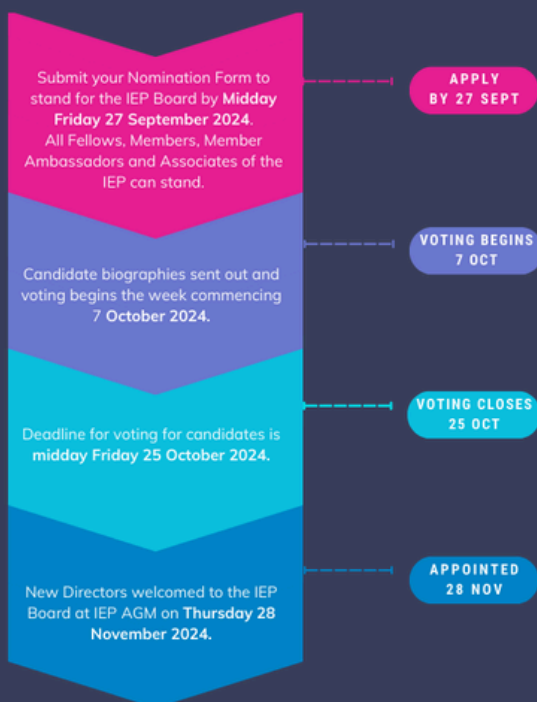
The post is voluntary although reasonable expenses e.g., travel will be reimbursed.



HOW TO APPLY

If you have any questions that have not been addressed within this introductory information or would like a short exploratory discussion regarding your suitability for the role, please contact the IEP Chair, Pat Russell FIEP at pat.russell@iemployability.org.

IEP ELECTIONS 2024 APPLICATION PROCESS




Download a [Nomination Form here](#).

Induction

The first Board Meeting will take place on 28 November 2024.





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