



Vacancy for a Head of External Affairs & Business Development

The Insolvency Practitioners Association (IPA) is a membership organisation and a professional regulatory body recognised by the Government for the purposes of licensing members to act as Insolvency Practitioners. As the only such body specialising in insolvency, the IPA continues to be at the forefront of standard setting, creating insolvency qualifications, widening access to insolvency knowledge and leading debate on current issues. A team of over 30 staff is responsible for supporting the IPA's members, affiliates and students, and ensuring that the IPA's brand and reputation are both maintained and enhanced.

The IPA runs with a modestly-sized Secretariat, and while this position is a key part of the senior team, any post-holder must be a natural collaborator across traditional team boundaries and should be willing to contribute at all levels.

Role description

1. External affairs: devising and leading the IPA's external affairs strategy – this work includes oversight and strategic direction of the IPA's public positioning, including helping to shape its reputation and influence through PR work (including media relations and social media) and parliamentary representation
2. Membership and licensee attraction and retention, including oversight of the IPA's member services strategy and ensuring that services are what our members want and need
3. Creating a sustainable future: advising the Board on, and growing, income generation and business development – this currently includes retaining and attracting new members, managing the IPA's sponsorship strategy and developing our training academy, IPAL
4. Delivery and partnership: oversight and delivery of IPA exams, events programme and training for members, including developing new commercial partnerships
5. As part of the Senior Management Team, lead and manage the External Affairs and Member Services team (of six)

Essential skills/experience:

- Entrepreneurial and commercial/partnering in business development
- Leadership and management, including developing high performing teams
- Creative and eloquent in written, verbal and design communications and marketing, including at Board level and with senior stakeholders

- Marketing and PR background
- Well organised and proactive, with a strong delivery track record
- Experience of working for a membership body or other fast-growing business

Desirable:

- Strongly networked in the Insolvency Profession
- Experience of regulatory environments
- Training course development or delivery
- Website and social media management

How to apply

Your application should include a letter that details your suitability for the job and a CV. Applications should be submitted to Sarah Munroe, Chief Operating Officer, by email to sarahm@ipa.uk.com.

Application terms and conditions

Salary: Competitive salary commensurate with experience and qualifications

Benefits: incl. private health scheme, death in service insurance cover and contributory pension scheme

Annual leave: 25 days, with an opportunity to purchase up to a further week

Post: This is a permanent, full-time (35 hours per week) post.

The IPA is currently acting remotely in response to Covid-19. In circumstances where it is safe to do so, the role will involve working from the IPA's office in Waterloo, London over a certain number of days per week, which can be negotiated.

Closing date: Close of business, Monday 1 March 2021

Feedback will only be available for shortlisted candidates and no agencies at this time.