



Alliance Française

Glasgow

Job Description

Managing Director

The Director of the [Alliance Française de Glasgow](#) (AFG) leads the delivery of French language courses and French-speaking cultural activities in Glasgow, Scotland's largest city, and in the west of Scotland more generally. A vacancy has now arisen for the post of Director, the senior paid staff post at the AFG.

Organisation Overview

The AFG was established in 1982 and is the only Alliance Française in Scotland. It has made a major contribution to the development of French language and culture in the west of Scotland over the last forty years. Since 2004 it has been based in Park Circus near the city centre in a co-location with the Goethe Institute.

It provides a range of language courses for about 550 individual students of all ages and levels every year, including conversation classes, and is an official examination centre for DELF/DALF/TCF. The AFG is dependent on fees from its students for most of its income. The staff currently comprises ten teachers (full- and part-time) and three full-time administrative staff, including volunteers from France.

A vital part of the AFG's core mission to spread awareness of French-speaking cultures and it organises about [40 events](#) a year. It also maintains a rich and diverse [médiathèque](#) for its members and external visitors.

The AFG is a registered Scottish Charitable Incorporated Organisation (SCIO) operating under Scots law. The Board of Trustees sets the strategic direction of the organisation and is also ultimately responsible for its financial stability, while the Director is in charge of all operational matters. At present the Board has ten Trustees who come from many different backgrounds, including educational consultancy, university teaching, association management, arts administration, law and finance.

The AFG works closely on cultural initiatives with the wider French cultural and diplomatic network in the UK, and has strong links within the Scottish language educational sector in general.

Job Summary

The AFG welcomes applications from individuals with previous management experience who are familiar with the ways in which charitable associations and not-for-profit organisations operate. A good command of French language and passion for its culture are also required.

You should have a demonstrable capacity for strategic thinking and for grasping opportunities likely to expand the AFG's clientele.

You should also be able to manage relationships with the AFG's teaching and administrative staff sensitively. Some teaching experience would be an advantage.

As a skilled networker, you are an effective negotiator able to develop even closer links with key stakeholder and exterior organisations.

The AFG is looking for a capable all-rounder with entrepreneurial flair to whom multi-tasking comes naturally. More specifically, responsibilities will include the following:

- Carrying out the administrative, operational and financial roles of the Director, including payroll
- Preparing Board meetings, implementing Board decisions, ensuring effective governance and compliance with all internal and external policies
- Managing the administrative and teaching staff
- Providing expert reports and advice to the Board on key strategic issues
- Developing a long-term business plan (projet d'établissement)
- Overseeing and, if necessary, taking charge of external communications, the general marketing strategy and the AFG's programme of cultural events
- Overseeing the further development of the AFG's language courses and ensuring educational excellence
- Strengthening existing relationships with community and corporate organisations and developing new ones in line with the business plan
- Maintaining links as appropriate with the wider Alliance Française Network, the Institut Français and other partner organisations.

Language Skills

Applicants should possess a strong command of English (level C1/C2 or equivalent) and French (at least level B2 or equivalent)

Eligibility

The right to work in the UK will be a condition of an appointment being confirmed.

Remuneration

Likely to be around £35,000 per annum, subject to negotiation.

How to Apply

Please send your CV, in English or French, to recruitment@afglasgow.org.uk, accompanied by a covering letter/lettre de motivation in French, setting out why you are interested in the post and would make an effective Director.

The closing date for receipt of applications is **Monday 4th November 2024**.

Next Steps

Short-listed candidates will be notified very shortly after the closing date and invited to interview in the **week commencing Monday 18th November 2024**.

The post will become vacant on **6th January 2025** and the successful candidate will be expected to start on that date or as soon as possible thereafter.