



Only the applications of candidates already having the legal right to live and work in the United Kingdom will be taken into consideration. We do not offer sponsorship.

Location: Leeds, United Kingdom (while some remote working is possible, it is necessary to be onsite to manage the Alliance)

Start date: 15 July 2024

Type of contract: part-time permanent job

Number of hours: 25 hours a week (+ hours of teaching)

Salary: £15,970 gross per annum

The Alliance Française de Leeds

The Alliance Française de Leeds is an organisation founded in November 2015 from the desire of a small team to promote the French language and culture in Leeds. To achieve this, it is developing two major actions: providing French courses, whether general or specialised, and the organisation of cultural and intercultural actions.

The Managing Director

The Managing Director is a key role in the organisation being responsible for both upwards reporting to the Board of Trustees whilst managing a group of self-employed teachers who are responsible for delivering the educational needs of the AF members and students. The Managing Director position has wide ranging responsibilities and duties which are broadly summarised in the information below.

a. Skills and diploma(s)

This multi-faceted position requires solid experience in managing an associative structure, preferably in the French Alliance network, in its aspects of educational management, financial management and setting-up projects.

- Experience in teaching French as a foreign language (FLE) face-to-face and remotely of at least 2 years, experience in developing lesson plans and curriculums naturally required,
- DELF examiner/corrector accreditation (A1 to B2) is mandatory,
- Mastery of educational and administrative management tools essential,
- Master in FLE or DAEFLE,
- Experience in marketing and website administration appreciated

b. Personal qualities required

- Organised and autonomous, dynamic and voluntary
 - Good relationship, communication skills and ability to adapt
 - Ability to manage, lead and motivate a team around common projects
 - Fluency in French and English required
 - Complete mastery of teaching FLE
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DESCRIPTION OF RESPONSIBILITIES

1. Supervision and educational management

- Supervise a team of 5 to 10 teachers, all self-employed (recruitment, animation, distribution of tasks, advice and developing lesson plans and curriculums)
- Recruit teachers
- Ensure teaching activity in line with the quality policy of the Alliance Française network
- Promote course offerings and analyse data
- Carry out educational, regulatory and professional monitoring

2. Administration of courses and certifications

- Plan and coordinate the activity of the teaching team (course schedules, class observations, student platform up to date, etc.)
- Implement team skills development actions
- Ensure the organisation of courses and exams
- Organise and participate in the exams and correction of DELF-DALF exams as a corrector-examiner

3. Technical development

- Manage the IT aspects of the Alliance, especially the website
- Resolution of technical problems
- Manage digital tools including HANAF, GAEL and Culturethèque

4. Communication

- Develop relationships with partners (universities, businesses, etc.)
- Propose areas of communication and marketing for courses
- Implement communication strategies to promote and increase the visibility of the Alliance Française
- Create and format all documentation and supports relating to the promotion of the Alliance Française and its programs (leaflets, visuals, social networks, newsletter, etc.) while respecting the brand image organisation
- Manage, administer and develop the Alliance Française social networks

5. Administration

- prepare meetings with the committee and implement educational and cultural policies and actions in accordance with the establishment project
- manage accounts; ensure daily monitoring and drafting financial reports for meetings of the Committee and the Annual General Meeting.

How to apply

Send a CV and an application letter in French and English + copy of diplomas and reference letter(s) at edwina@afleeds.org.uk

Application deadline: 15 April 2024

Enquiries about the role via email at edwina@afleeds.org.uk

Interviews for the role will take place in early May.