

ALLIANCE FRANÇAISE DE YORK

JOB DESCRIPTION

Part-time DIRECTOR/DIRECTRICE

LOCATION	York
REPORTING TO	Board of Trustees
EFFECTIVE DATE OF JOB DESCRIPTION	20 December 2021

JOB PURPOSE

To manage the resources of the Alliance Française de York to deliver a range of learning programmes and cultural activities to fulfil AFDY's mission to promote French culture and language in York and the wider region.

CONTEXT

Alliance Française de York (AFDY) is a non-profit, self-financed Charitable Incorporated Organisation (CIO). It offers a cultural programme of talks and events in French as well as language classes taught exclusively by native French tutors.

We are part of the UK network of Alliances offering French language classes and cultural events open to the public and to our membership.

We offer a variety of weekly group classes, 1-2-1 and 2-2-1 tuition, intensive days, exam preparation and summer classes as well as talks, cinema and conversational groups and other tailor-made products for individuals and businesses.

RESOURCES

Finance: Income from grants, courses, membership and cultural events
Staff: Pool of part-time teachers, 1 administrator

ORGANISATIONAL STRUCTURE

As with other charities, trustees are the final decision-makers and have oversight of the charity's decisions. Boards offer the executive strategy, scrutiny, and support.

Working with the Board of Trustees, the Director/directrice will be involved in determining the policy and structure of AFDY.

KEY RESPONSIBILITIES

1. To organise, promote and deliver a range of language courses and cultural events, both online and in person;
2. To ensure adequate resources are available
3. To set an annual operating budget and manage it prudently
4. To ensure that AFDY meets its statutory obligations
5. To report regularly to the Board of Trustees on finance, progress and performance
6. To take responsibility for our teachers and administrator

The duties of the post may change from time to time without altering their general character or the level of responsibility entailed.

The successful applicant must:

- Carry out all duties and responsibilities with reasonable care for their health and safety and of any other person who may be affected by their acts or omissions at work
- Comply with the AFDY Data Protection policy.

KNOWLEDGE AND EXPERIENCE

- A francophone, equally at home in French or English for daily activities.
The Board of Trustees would consider a candidate who is an English speaker who has an appropriate level of fluency in French (CFER level C1 or C2)
- experience of initiating and managing cultural activities
- ability to encourage and support our experienced staff
- IT literacy - able to use MS Office and program management software
- Good communication skills to develop working relationships with tutors, students, clients, Trustees and other AF organisations.

All candidates should note:

- That proof of UK citizenship or settled status/right to work must be provided for inspection before appointment is confirmed.
- AFDY operates a policy of safe recruitment to promote a culture in which safeguarding is a priority. Consequently, the successful candidate will be subject to an enhanced check by the Disclosure and Barring Service (Enhanced DBS check) and will not be confirmed in post until clearance has been received by the Trustees.