Executive Director – Job description

ORGANISATION OVERVIEW

Founded in 1982, the Alliance Française de Glasgow (AFG) is a Scottish not-for-profit organisation (Scottish Charitable Incorporated Organisation, since 2019), officially recognised by the French Government and the Fondation des Alliances Françaises. It is a reference centre for French language and culture in Glasgow and the west of Scotland, and forms part of a UK network of 10 Alliances Françaises and a worldwide network of more than 800 Alliances in around 130 countries.

Governed by a Board of Trustees, AFG's core missions are the teaching of French, the promotion of French and Francophone cultures, and the development of multilingualism, cultural diversity and intercultural exchange. AFG manages approximately 1,500 course enrolments each year and is an official DELF/DALF and TCF examination centre. AFG works closely with Scottish educational, linguistic and cultural partners, as well as with the French cultural and diplomatic network in the UK.

AFG employs a team of 14 teachers (permanent and sessional), supported by a Courses and Examinations Officer, a part-time Librarian with additional administrative responsibilities, a Culture and Communications Officer, and a part-time Saturday administrator supporting the *médiathèque*.

AFG organises around 70 cultural events each year. Its *médiathèque* holds more than 8,000 items and is undergoing a digital transition to modernise access to resources and services. AFG has shared its listed premises at Park Circus with the Goethe-Institut for more than twenty years now and is a partner in Kultur Ensemble Glasgow, the Franco-German initiative deployed in eight cities worldwide, together with the Goethe-Institut Glasgow and the Institut français d'Écosse, based in Edinburgh.

POSITION OVERVIEW

The Executive Director holds the senior leadership position within AFG and is responsible for the operational leadership of the organisation and for implementing the strategic direction set by the Board of Trustees. The role combines strategic leadership with hands-on responsibility across finance, HR, education, culture, business development, communications, partnerships and organisational compliance.

Main responsibilities

1. Strategic leadership, governance and organisational management

- ⇨ Develop and implement AFG's long-term *projet d'établissement*, covering strategic priorities, educational development, cultural policy, financial sustainability, partnerships, communication and measurable objectives.
- ⇨ Prepare Board meetings, implement Board decisions, and provide regular management reports, key performance indicators and strategic advice to support informed decision-making.
- ⇨ Lead the day-to-day operation of AFG, ensuring effective priorities, processes and coordination across the organisation.

2. Financial management and business development

- ⇨ Manage AFG's finances, including annual budget preparation, monitoring expenditure and income, bookkeeping, cash flow, processing the payroll and financial reporting to the Board of Trustees.
- ⇨ Support AFG's long-term financial sustainability by developing and diversifying income through course and examination activities, corporate opportunities, grants, sponsorships, partnerships and other new resources.

3. Team management

- ⇨ Manage the administrative and teaching teams, including recruitment, induction, staff development, performance management and workforce planning.
- ⇨ Promote a collaborative and professional working environment, supporting staff development and effective internal communication.

4. Education and examinations

- ⇨ Oversee the quality, relevance and development of AFG's language-course provision and support high standards in French as a Foreign Language (FLE), language education and pedagogical management.
- ⇨ Oversee AFG's examination-centre activities, including DELF/DALF/TCF, and ensure appropriate quality and operational standards.

5. Culture, communication and partnerships

- ⇨ Oversee AFG's cultural programme, external communications and marketing strategy, ensuring coherence across courses, examinations, culture and the *médiathèque*.
- ⇨ Represent AFG and develop strong relationships within the Alliance Française network and with the French diplomatic and cultural network, Goethe-Institut/Kultur Ensemble, universities, schools, and other educational, cultural, community and corporate partners.

6. Compliance and operational responsibility

- ⇨ Ensure operational compliance with relevant legal, regulatory and internal requirements, including safeguarding/PVG, data protection, employment obligations, health and safety, and applicable AFG policies.

CANDIDATE PROFILE

Essential criteria

Education and Experience

- ⇨ Master's degree in a relevant field, such as management, business administration, education, French as a Foreign Language (FLE), or a related discipline.
- ⇨ Proven management experience, including organisational management, financial oversight, HR/team management and business development.
- ⇨ Demonstrable ability to combine strategic thinking with hands-on operational delivery in a small or medium-sized organisation.
- ⇨ Experience of, or strong familiarity with, charitable, not-for-profit, cultural or educational organisations.
- ⇨ A good understanding of French as a Foreign Language (FLE), language education and pedagogical management, together with a strong knowledge of and interest in French language and culture.

Skills

- ⇨ Strong financial, organisational, planning and prioritisation skills, with the ability to manage multiple areas of responsibility.
- ⇨ Ability to analyse activity indicators and use management information and KPIs to support decisions.
- ⇨ Strong communication, negotiation and networking skills, with the ability to represent AFG effectively with a wide range of stakeholders.
- ⇨ Good command of digital, communication and marketing tools relevant to the management and development of the organisation.

Languages

- ⇨ French: C2 level highly desirable; C1 level is essential.
- ⇨ English: strong command; C1 level is essential, C2 desirable.

Personal Qualities

- ⇨ A hands-on senior manager able to prioritise effectively.
- ⇨ Sound judgement, initiative, adaptability and the ability to work collaboratively with staff, Trustees and external partners.
- ⇨ Strong interpersonal and diplomatic skills, with the ability to build constructive relationships in a multilingual and intercultural environment.

Desirable criteria

- ⇨ Teaching experience and/or practical experience in French as a Foreign Language (FLE), language education, examination management or cultural project work.

CONDITIONS

- Full-time position based at AFG, 3 Park Circus, Glasgow – UK.
- Fixed-term contract of 3 years, with the possibility of a permanent contract thereafter. Working 37.5 hours per week, with annual leave entitlement of 5.6 weeks, plus 9 public holidays. A 3-month probationary period will apply, with the possibility of an extension where appropriate. The role requires occasional evening and weekend work for events, examinations or other AFG activities.
- Salary: £40,000 per annum, with some scope for negotiation depending on the profile of the successful candidate.
- Applicants must have, or be able to obtain, the right to work in the UK.

PRACTICAL INFORMATION

- Applications must be sent to recruitment@afglasgow.org.uk and include:
  - ⇨ A CV in French or English. The CV should include two professional references, including the referee's full name, position held and email address.
  - ⇨ A covering letter in both French and English.
  - ⇨ Important: **incomplete applications will not be considered.**
- Proposed interview dates: **3 and 4 November 2026**. Shortlisted candidates will be interviewed in English, with part of the interview conducted in French.
- Application deadline: **22 October 2026, at 23:59 (UK time).**
- Proposed start date: From 1 December 2026, at the earliest mutually convenient date.