



Alliance Française

Melbourne

HEAD OF EDUCATION Alliance Française de Melbourne

February 2019

Who we are:

Founded in 1890, the Alliance Française de Melbourne (AFM) is an Australian not-for-profit association dedicated to the **promotion of the French language and culture**. It is the **largest language school for French in Victoria** with an average of 3,000 students per year. Our French native-speaking teachers are passionate to share their language and culture, all year long, with our student, in the context of General French courses, specialty courses, private tuitions as well as extra-curricular activities, and cultural workshops.

The AFM is the only **accredited** examination centre to conduct all the **diplomas** issued by the French Ministry of Education as DELF and DALF exams, along with the TCF, TCFQ, TEF and TEFAQ.

Enjoying the patronage and support of the French Embassy in Canberra the AFM, as the only **French cultural centre in Victoria**, organises major cultural events each year, such as the French Film Festival in March and the French Christmas Market in December. A varied program of exhibitions from local or international artists is regularly presented in our art gallery in St Kilda, and concerts, conferences and film screenings punctuate the cultural calendar all year round.

General information:

Position: Head of Education

Contract: Full time, permanent

Location: 51 Grey Street, St Kilda (Melbourne)

Available from: 1 May 2019

Visa requirement: Citizenship or permanent residency. No working holiday or temporary entrant visa.

Key duties and responsibilities:

- Reporting to the Director and liaising with the Board of Directors;
- Networking with educational bodies, schools and AFM stakeholders and partners,
- Management: Recruitment, training, performance reviews and management of casual staff for the Education department (30-35 teachers and education staff);
- Effective & efficient management of day-to-day operations for both campuses (CBD & St Kilda) and off-site courses (external schools, corporate training);
- Working in collaboration with the Marketing Manager to promote courses, develop new advertising material,
- Creation of course schedules and classes, allocations of resources to classes (human and material),
- Follow-up of enrolments, customer service and sales analysis,
- Research & development of school programs and offer of educational services,
- Accountable for compliance to work methods, processes, policies, quality-standards and Child Safe code;

Skills and requirements:

- Relevant tertiary qualifications and experience in Education (Bachelor, Master Degree, preferably with a FLES / French teaching background) and Management and business;
- Native French-speaker or B2-C2 certified level of French; excellent written and verbal communication skills in both French and English required;
- Leadership skills and proven experience to lead a team;
- Excellent team-work and collaboration skills;
- Excellent organisational and time-management skills;
- Ability to multi-task and work in a fast-paced and high-pressure environment;
- Sound IT skills (Microsoft Office. Experience with Synergy 8 and/or Smartboards technologies would be an asset);
- Proactive approach demonstrating an openness to change;
- Commitment to continuing professional development and equality of opportunity.

To apply for this position:

Please send your resume + cover letter in French and English to the AFM Director at director@afmelbourne.com.au.

Applications close on 15 April 2019.

Note: To work at Alliance Française de Melbourne, applicants must have a valid Australian Working visa and Permanent residency. No sponsorship visa can be provided by Alliance Française de Melbourne.