



The Association for Language Learning, the national subject association for teachers of modern languages, is seeking a new Director to provide vision and leadership for the organisation at a time of change both within the Association and in language teaching more generally.

This is an excellent opportunity for an experienced senior professional to continue the development of this established and highly regarded national languages education organisation. Working in conjunction with the Board of Trustees and a range of stakeholders this high-profile individual will ensure the delivery of quality services, representation and support to all members of the Association.

The successful candidate will be used to working in complex roles which require a range of skills and abilities. The role requires high level leadership qualities; operational and management skills relevant to the organisation; the ability to build and maintain partnerships; creative thinking; good negotiation skills; commercial acumen; tact and diplomacy.

This is a permanent, full-time post based in our Leicester office.
Salary will be in the range **£46,278 – £53,650**

How to apply

The closing date for applications is 24h00 on Friday 21 February 2014. Please send your completed application form, clearly demonstrating how you match the person specification, to recruitment@all-languages.org.uk

If you would like to speak to someone informally about the role or would like further information, please contact Linda Parker (Director) on 0116 229 7603 or email recruitment@all-languages.org.uk

DIRECTOR – ASSOCIATION FOR LANGUAGE LEARNING

The Association for Language Learning (ALL) is the national subject association for teachers of languages in the UK. Its membership is made up of professionals working in languages education, many of whom are classroom teachers. ALL offers both institutional and individual membership and currently has around 4,500 members. The Association provides information, support and professional development opportunities to its members. It has well-established local and regional networks.

ALL runs the biggest annual national conference for teachers of languages, *Language World*, which attracts around 600 delegates over two days. Communications (the ALL website, a weekly electronic newsletter *ALLnet*) and publications (*Languages Today* magazine, the internationally renowned *Language Learning Journal*, a range of online language specific publications) are a strong feature of ALL's support for its members and the wider community of language teaching professionals. Representation of our members and our subject at national level is another important feature of our work.

Job purpose

- Strategic and operational leadership and management of a charitable and membership organisation, in collaboration with the officers and trustees. (50%)
- Development and implementation of business strategy, to ensure the sustainability and growth of the Association in all aspects of its work. (20%)
- Development of the Association's role with the support of Management Board and the ALL Council in supporting languages education nationally. (15%)
- Representation of the Association at a national level at key events, in national committees and working groups and with stakeholders or to delegate this function as appropriate. (15%)

Primary responsibilities

- Leadership and strategic management and oversight of the charity and its structures: the Board, the ALL Council; branches and networks; special interest groups; languages networks and hubs; ensuring that all activity conforms to Charity Commission regulations.
- Line management of paid employees of the Association.
- Leadership and strategic management of a membership organisation: this includes representation of and consultation with the membership, overview of members' services and acting in the best interests of the membership as expressed through the charity's structures.
- Responsibility for Association's finances: liaison with accountant and other external consultants; management of office finances; overview of membership income; branch accounts; preparation and presentation of accounts to the Management Board; overview and management of external project income.
- Development of a sustainable growth strategy: securing new income strands; increasing membership; sponsorship; fostering collaborative ventures.

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Person specification (E=essential; D=desirable)

| | |
|---|---|
| Qualifications | |
| Degree in an appropriate subject | E |
| Appropriate postgraduate qualification | D |
| Knowledge | |
| Knowledge of languages education in the UK | E |
| Awareness of charitable regulations that pertain to charitable and membership organisations. | D |
| Experience | |
| Experience of playing a significant role in a charity or membership organisation | D |
| Recent experience of strategic networking at national level | D |
| Senior management experience | E |
| Project management | D |
| Experience of liaison with national media | D |
| Experience of presenting to a variety of different audiences and in different media | E |
| Recent experience of learning or using other languages and awareness of other cultures | E |
| Proven ability to lead major funding bids, develop funding sources and attract significant funds | E |
| Planning & organising | |
| Ability to plan and shape the direction of an independent organisation with others, and administer a major annual national conference | E |
| Strong prioritisation skills | E |
| Problem solving and initiative | |
| Ability to analyse complex information/situations and formulate innovative solutions. | E |
| Ability to mentor, manage, motivate and coordinate staff and volunteers, delegating effectively and seeking appropriate advice and support from officers, trustees and others | E |

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|---|---|
| <i>Management and teamwork</i> | |
| Proven ability to keep within agreed budgets and timescales | E |
| Experience of managing and supporting , communicating and liaising with volunteer workers | D |
| <i>Communicating and influencing</i> | |
| Ability to communicate both verbally and in writing, engaging enthusiasm of target audience | E |
| Ability to develop key communication strategies | E |
| Ability to foster good relationships and to persuade and influence at all levels | E |
| Proven experience of working with a range of stakeholders | E |
| <i>Other skills and behaviours</i> | |
| Experience of working with teachers | D |
| Experience of time management and willingness to involve others as necessary | D |

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APPLICATION FORM: PART ONE

Email completed form to: recruitment@all-languages.org.uk

| | |
|------------------------------------|---|
| Director post February 2014 | <i>Office use only: identification no</i> |
|------------------------------------|---|

| | |
|--------------------|----------------|
| First names | Surname |
|--------------------|----------------|

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|--|
| Contact Address (please include postcode and country if applicable) |
| |
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| |
| Daytime/evening landline(s): |
| |
| Mobile: |
| |

REFERENCES

Please give the names of three people who could be approached for references. At least one should be your current or most recent employer. We will not contact referees prior to interview, or without your consent.

| | Reference 1 | Reference 2 | Reference 3 |
|---------------|-------------|-------------|-------------|
| Name | | | |
| Job/title | | | |
| Organisation | | | |
| Address | | | |
| Telephone no | | | |
| Email address | | | |

This section will be detached from the rest of your application form for short listing. Please complete all of the application on the following pages before signing here to say that the information you have given is, to the best of your knowledge, correct and that you consent to the information supplied in this application being stored in computer and / or hard copy records for the purposes outlined on page 5 below.

Signed: **Date**.....

DIRECTOR – ASSOCIATION FOR LANGUAGE LEARNING

PART TWO

| | | |
|----------------------|--|--|
| Director post | <i>APPLICATION NO: (office use only)</i> | |
|----------------------|--|--|

1. Work history

Please give details of paid work, with current/most recent employment first.

| Dates | Employer | Job title & brief description of duties |
|-------|----------|---|
| | | |

2. Education, training, qualifications

Please list educational establishments attended, starting with post 16 education

| Dates | School/College/University | Qualifications gained |
|-------|---------------------------|-----------------------|
| | | |

Please give details of other relevant training completed

| Dates | Organisation | Qualifications gained (<i>if applicable</i>) |
|-------|--------------|--|
| | | |

Please give details of any relevant voluntary work

| Dates | Organisation | Title/duties |
|-------|--------------|--------------|
| | | |

DIRECTOR – ASSOCIATION FOR LANGUAGE LEARNING

5. Please outline the skills, knowledge and experience you possess which make you suitable for this post. You will need to demonstrate that you fulfil the requirements outlined in the enclosed **person specification**. Continue on further sheets if necessary.

Data Protection Act 1998

Information on this form may be held on computer and / or hard copy records. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes. We will be unable to process your application unless we can use your personal data in the ways described above. If your application is unsuccessful, the data will be held for 12 months and then destroyed.

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If appointed to the post you will be provided with further information about the documentary evidence required.

DECLARATION

I declare that the information given on this form is, to the best of my knowledge, correct. I consent to the information supplied in this application being stored in computer and / or hard copy records for the purposes outlined above.

| | |
|----------------|--------------|
| Signed: | Date: |
|----------------|--------------|

Linda Parker

Association for Language Learning

University of Leicester

Leicester LE1 7RH

Please mark the envelope '*PRIVATE AND CONFIDENTIAL*'

You may also email your application (by midnight on 21 February 2014) with electronic signatures, provided hard copy is sent by first class post and date stamped no later than 22 February 2014.