

## Association of University Professors and Heads of French+ **Vacancies on the Executive Committee**

<https://www.auphf.ac.uk/>

The Association of University Professors and Heads of French+ is pleased to invite applications from Members of the Association for three vacancies on its Executive Committee: Media and Communications Director; Membership Secretary; Postgraduate and Early Career Representative.

The roles represent an opportunity to contribute to one of the oldest learned societies for languages in the UK and Ireland, and to gain experience working with a supportive team as the organisation takes on a new name – the Association of Researchers and Teachers of French (ART-French) – and seeks further development of its mission and activities.

The roles are not intended to be burdensome (outgoing role-holders indicate a rough monthly average of 2-3 hours). See below for core duties within the respective role descriptions.

The Association is grateful to the outgoing holders of the roles for their openness to informal inquiries from colleagues considering an application, as follows:

Media and Communications Director: Dr Ashley Harris [HARRISA6@tcd.ie](mailto:HARRISA6@tcd.ie)

Membership Secretary: Dr Dominique Carlini Versini [dominique.carlini-versini@durham.ac.uk](mailto:dominique.carlini-versini@durham.ac.uk)

Postgraduate and Early Career Representative: Pallavi Joshi [pallavijoshi965@gmail.com](mailto:pallavijoshi965@gmail.com)

### **What is the AUPHF+?**

The mission of the Association is to promote and protect the specificity of French and Francophone Studies within the general advocacy for languages within the UK and Ireland, with a focus on the interconnectedness between research and teaching. We promote and support the visibility of French and Francophone studies within the HE sector in partnership with subject organisations and stakeholders including policy makers and the French Embassy. Reflecting the ways in which the membership and aims of the organisation have developed over time, the Association is in the process of changing its name to the Association of Researchers and Teachers of French (abbreviated to ART-French). For more about the Association, see <http://www.auphf.ac.uk/home>

### **Eligibility**

All applicants must be members of AUPHF+ at the time of application. Membership is free for all post-graduate students. Annual membership rates are £10 for reduced membership (open to Early Career Academics, part-time staff, and retired members), £20 as the standard rate for permanent staff, and £30 for Professors. Further details including a membership application form are available at <https://www.auphf.ac.uk/about-us#membership>

### **Application Process**

To apply for one of these roles, please send a short covering letter (2 pages max.) and a short CV (also 2 pages max). The covering letter should set out your aims and motivation for the role, and what you think you can bring to it.

Please send the covering letter and CV by 5pm on Wednesday 11 March to the President of the Association, Professor Stephen Forcer, at [stephen.forcer@glasgow.ac.uk](mailto:stephen.forcer@glasgow.ac.uk)

Applications will be reviewed by the President alongside the following members of the Executive Committee: Dr Hughes Azérad (Ordinary Member), Professor Rebecca Dixon (Honorary Treasurer), Professor Ann Lewis (Ordinary Member), Professor Bradley Stephens (Vice-President), Dr Elodie Vialleton (Ordinary Member), Professor Adam Watt (Secretary).

It is intended that each role be taken up by 30 April 2026, or sooner if possible. Roles will normally be held for up to 3 full years, with future handovers taking place at the respective summer Annual General Meeting.

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## **ROLE DESCRIPTIONS**

### **Media and Communications Director**

- Implementing the change of the name to the Association's styling including logo, letterheads, website, and social media accounts
- Management of the Association's website including uploading of news and reports
- Management of the Association's social media accounts (Bluesky and YouTube) and scoping of associated social media opportunities
- Creation of content for the Association's website and social media accounts, including text and images
- Working with the other members of the Executive Committee, ensure that members are kept updated about the work and mission of the Association
- Proofing open letters, statements and calls before sending out via established networks
- Working with the Membership Secretary to publicise the membership options of the Association and attract new members
- As a standing member of the Association's Executive Committee, present a report on activity in the area to meetings of the Committee (generally three per year) and at the Association's Annual General Meeting, and contribute to the overall running and leadership of the Association.

NB Specific IT expertise is not essential for this role. The outgoing Director will provide resources, tools and guidance as part of the handover. The Association website is hosted by Toolkit who also provide assistance with website changes and updates.

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### **Membership Secretary**

- Manage membership subscriptions and renewals, including sending reminders, and processing payments in coordination with the Honorary Treasurer
- Process membership applications promptly, confirm membership status, and provide information about benefits and activities
- Ensure accurate and up-to-date records of members, including updating of the email distribution list for members
- Working with the Media and Communications Director to publicise the membership options of the Association, encourage renewals, and attract new members
- Respond to membership queries and share updates from members regarding association news
- As a standing member of the Association's Executive Committee, present a report on activity in the area to meetings of the Committee (generally three per year) and at the Association's Annual General Meeting, and contribute to the overall running and leadership of the Association.

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### **Postgraduate and Early Career Representative**

- Solicit and represent the views and experiences of Postgraduates and Early Career members and in French and Francophone Studies more broadly
- Work with the Membership Secretary and Media and Communications Director to promote awareness of the membership options for Postgraduate and Early Career members, and to increase membership among those cohorts
- Assist the Executive Committee in the establishment of a mentoring scheme for Postgraduate, Early and Mid-career staff members of the Association
- Ensure active representation of ECA issues and perspectives within the UCFL Executive Committee and input into current and future UCFL projects;
- To scope and bring forward new potential initiatives including events in support of Postgraduate and Early Career academics
- As a standing member of the Association's Executive Committee, present a report on activity in the area to meetings of the Committee (generally three per year) and at the Association's Annual General Meeting, and contribute to the overall running and leadership of the Association.