

THE JAPAN SOCIETY

CHIEF EXECUTIVE JOB SPECIFICATION

POSITION OVERVIEW

Job title:	Chief Executive, The Japan Society (In this role, the post holder also sits as Company Secretary of The Japan Society, attending board and other meetings as required)
Reports to	Non-executive chairman of The Japan Society board
Direct reports	Eight full- and part-time Japan Society staff
Location	The Japan Society offices at 13 Cornwall Terrace, London, with the potential for hybrid working. Applicants need therefore to have the right to work in the UK. This is a full-time position.
Salary	£50,000 to 70,000 depending on experience and qualification

THE ORGANISATION

Founded in 1891, The Japan Society is the leading independent body in the United Kingdom dedicated to the enhancement of the British-Japanese relationship.

The Society's **main objectives** are:

1. To promote learning and advance education in the subject of and with regard to Japan.
2. To promote the study of Japan and its people in all their aspects, traditional and modern, and to make the results of such study more accessible to the general public.
3. To promote the study of Britain and its culture by Japanese people and to further educational exchanges between Britain and Japan.

The Japan Society has a membership of some 1,000 members both individual and corporate, of whom 45% are Japanese. Its varied programme provides opportunities for members and others interested in Japan to meet and exchange ideas and experience, as well, through online webinars, as to learn from and compare the perspectives of British and Japanese experts on issues of common concern. Its work with schools throughout the UK and its small grants scheme to support local projects both serve to encourage and deepen understanding of Japan. The Society, which is registered with the Charity Commission, currently has an annual income of approximately £500,000 and employs a staff of nine full and part time employees in addition to support from volunteers. It is governed by a board of trustees.

CHIEF EXECUTIVE ROLE

The role of the new chief executive will be to provide leadership and set the strategic direction for the next successful evolution and growth of the Japan Society, ensuring that it gains further financial strength and sustainability while continuing to provide the influence and public benefit laid down in its charitable objectives. Accordingly, the chief executive will provide leadership in multiple ways:

- Internal – Governance, operations and organisation:
 - Overseeing the sound financial management of the Society
 - Fundraising: Working with existing donors and seeking new corporate and individual donors and sponsors in order to ensure the financial sustainability of Japan Society operations over the medium and long term, and to allow it to expand its activities wherever appropriate
 - Working collaboratively and proactively with the Board of Trustees and the staff to set long-term strategy for the Society, sharing meaningful and timely operational and financial data to engage the Board in strategic direction setting.
 - Leading and/or overseeing the Society's operations in all their aspects
 - Recruiting and leading the Japan Society's staff
 - Fostering a culture of transparency and coordination across the team
 - Supervising the Society's human resources policies
 - Overseeing the development and execution of new projects and events

- External – Communications and stakeholder relations:
 - Leading communication for the Society with members, supporters and the wider public
 - Setting the tone and direction for the education and events programmes
 - Managing relationships with individual and corporate members
 - Managing relationships with key collaborating organisations, including the Japanese Chamber of Commerce and Industry in the UK, regional Japan-related associations around the UK, and universities and schools
 - Managing relationships with the Japanese and British Governments, through their respective embassies in London and Tokyo

REQUIRED SKILLS

1. Knowledge of and interest in Japan – its culture, politics, economy, history – is desirable, as is knowledge of the Japanese language, but neither is absolutely essential.
2. Strong interpersonal skills, ability to build trusted relationships with key stakeholders.
3. Good managerial judgement and empathy are essential to direct, to delegate responsibilities to, and enable an enthusiastic and highly-motivated team
4. The ability to project-manage the detailed planning and logistical work needed for mounting successful events
5. Team player with willingness to ‘muck in’ and get involved with all aspects of Society operations as well as to work collaboratively with the board/Trustees in setting and executing the Society’s strategy and plans
6. Financial discipline and professionalism, needed to run a small non-profit of this nature that is dependent on donors for the bulk of its income
7. Initiative and new ideas, to keep the Society fresh in the eyes of actual and potential members and supporters, for whom a sense of energy and purpose are a necessary stimulus for their continued participation.
8. Professional oversight of the administrative requirements of the Japan Society as laid down in its Articles of Association and Charity Commission guidelines and rules.

Deadline for applications: 10 February 2023

Applicants should send a covering letter outlining their reasons for their interest in the role, together with a CV, to jschiefexecutive@gmail.com.

We are open to holding informal discussions in advance with interested parties, where appropriate. Formal in-person interviews of shortlisted candidates will be held in-person in central London in early March