



Job title: Membership & Development Intern

Salary: £21,600

Responsible to: Corporate Relationships Manager & CEO

Location: Flexible/Home working/Some travel to Central London

Term: One-year contract

Start Date: As soon as possible

About the Japan Society

The Japan Society is the leading independent body in the United Kingdom dedicated to the enhancement of the British-Japanese relationship. The Japan Society has a membership of some 1000 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. It also works with schools throughout the UK and runs a small grants scheme to support local projects to deepen an understanding of Japan.

Overview

The Japan Society is looking for an ambitious and creative intern to join the Membership team. At this exciting time for UK-Japan relations, we are looking for someone to work with our Corporate Relationships Manager to develop and run member engagement activities and to manage the member database and reporting. This is a full-time position on a one year fixed term contract.

Key Duties and Responsibilities

The position will suit a recent graduate or individual at the start of their career with an interest in international relations and the activities of a not for profit organisation. The work is extremely varied offering opportunities to develop skills and networks. The main responsibilities and duties include:

Membership Data and Reporting

- Provide support to the Corporate Relationships Manager to keep the CRM system up-to-date, processing new member applications, issuing welcome packs, and handling monthly renewals.
- Support in the preparation of quarterly reports, with breakdown of member data.

Member Engagement

- Assisting in the planning, coordination and delivery of business-related programmes and events.
- Support day-to-day communications, social media, and website updates to maintain good links to members, both individual and corporate.
- Working with others in the Japan Society's small staff to organise and promote Japan Society's work at larger public facing events, such as Hammersmith Garden Party and the Japan Society Annual Dinner.
- Assisting on other ad-hoc projects as required.

Patron

HRH The Duke of
Gloucester KG GCVO

President

HE The Japanese Ambassador

Vice Presidents

Dean Gilfillan
Hirohiko Miyata
Daisuke Mototani
Akihiko Takada

Chairman

Bill Emmott

Deputy Chairman

Martin Hatfull

Board Members

Stephen Barber, Yoko Dochi
Tim Harding, Emma Hickinbotham
Sue Hudson, Tadaharu Iizuka
Takeshi Ito, Helen Macnaughtan
Hiroshi Matsuura, Yuuichiro Nakajima
Neil Riley, Julie Rogers, Pernille Rudlin
Clare Weaver, Nigel Wellings
Satoru Yoshida, Rie Yoshitake

Chief Executive

Heidi Potter OBE

The Japan Society

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Membership Development

- Supporting the Business Development sub-committee to identify and recruit potential new corporate and individual donors, including attending meetings/calls.
- Assisting with the development of membership communications material.
- Developing relationships with higher education institutions, students and young people and identifying how the Japan Society can best engage with and support those who will carry forward the Japan-British relationship.

Essential Skills and Experience

- A high level of interpersonal and communication skills, both oral and written.
- Confidence in using Microsoft Office, including PowerPoint and Excel.
- A passion for and knowledge of Japanese culture.
- Able to write briefs, social-media copy and other engaging material.
- Ability to work on your own initiative, meet deadlines and organise workload.

Desired Skills

- Experience of using databases to keep accurate records.
- Japanese language skills.

Candidates must be eligible to work in the UK. The Japan Society cannot offer visa support

To apply, please email your CV and covering letter to

heidi.potter@japansociety.org.uk

Application deadline: 30 June 2022. Interviews will take place in week beginning 4 July.

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