



Job title: Communications and Events Officer

Salary: £25 - 30,000 depending on experience

Location: London Flexible home / office working, attendance at in-person events

Term: Temporary Maternity Cover

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. It is a membership organisation and educational charity whose core programmes include over 80 academic, business, and cultural events each year, support for schools teaching about Japan, provision of small grants, publication of periodicals and books, and maintenance of a digital library.

Overview:

We are now recruiting for the role of Communications and Events Officer as a temporary maternity cover. The successful applicant will have a range of skills, but emphasis will be placed on creative marketing ability, event management experience, good IT competence and excellent copywriting skills.

The Communications and Events Officer is expected to work effectively with all members of our small team, and particularly with the Events and Membership teams. He/she reports directly to the Chief Executive.

We offer a blend of home and office working.

Key Duties and Responsibilities

Managing Japan Society Website and Social Media

The successful applicant will use a website management system to upload news, events and other content on our website. In addition, the role involves creating content, updating and monitoring the Society's social media accounts (Facebook, Twitter, Instagram, LinkedIn, and YouTube), expanding its audience and maintaining a consistent online presence.

Events Planning and Management

As a key member of the events team, you will be closely involved in planning and organising Japan Society events, both online and in-person, such as film and book clubs, academic lectures, business webinars and art & cultural events among others. This will require occasional evening work.

Marketing

Manage the Society's email newsletter, sending regular updates to members and email subscribers. You will work with other members of

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Dean Gilfillan
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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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staff to produce additional printed and digital marketing materials as and when required.

Co-ordinating Japan Society Publications

You will manage the editing, design, layout and production schedule of the Society publications such as the Japan Society Review (printed bi-monthly, and online) and Japan Society Proceedings (annual).

Supervising the Japan Society E-Library

Manage access requests from members to our digital library and continue with the process of digitalising and indexing materials from the Society's archive.

Required Skills and Experience

- High level IT competence. You will need as a good working knowledge of Microsoft Office and excellent skills using Adobe Creative Suite (specifically InDesign & Photoshop) to be able to create and edit digital and print materials. Proven experience of website management is highly advantageous.
- Proven ability of copywriting and text editing skills.
- Strong understanding of all social media platforms and how to publish on them, interact with users and monitoring analytics.
- Experience of organising events and attention to detail.
- Flexibility and a willingness to get involved, when necessary, in any aspect of the Society's activity as part of a small team.
- Knowledge of Japanese language and culture is useful.

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

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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.