

# THE GREAT BRITAIN SASAKAWA FOUNDATION

## CHIEF EXECUTIVE JOB SPECIFICATION

### POSITION OVERVIEW

Job title:	Chief Executive and Company Secretary, The Great Britain Sasakawa Foundation (GBSF).
Reports to	Non-executive Chairman of GBSF
Direct reports	Two full time members of staff: a Programmes Executive in London and a Director Japan Office in Japan
Location	GBSF head office at 24 Bedford Row, London WC1R 4TQ. Applicants must have the right to work in the UK. This is a 3.5 days a week position with potential for hybrid working, but requires at least one day a week in the office.
Salary	£55,000 to £60,000 depending on experience and qualification

### THE ORGANISATION

The Great Britain Sasakawa Foundation is a UK registered charity, established in 1985 and fully funded by an endowment from The Nippon Foundation. Its main objective is to promote among the people of the UK and Japan, a mutual knowledge, understanding and appreciation of each other's culture, society, and achievements in a global context, with the outcome of deepening good relations between the two countries. This is achieved through financial support for activities linking the UK and Japan in the fields of arts, culture and education, medicine, science and technology, humanities and social sciences, Japanese language and sports. GBSF's annual grants programme is in excess of £1million and enables a wide range of activities including:

- Visits between the UK and Japan by academics, professionals, scientists, creative artists, teachers, young people and representatives of civic and non-governmental organisations
- Research and collaborative studies, seminars, workshops, lectures and publications in academic and specialist fields
- Teaching and development of Japanese language and cultural studies in schools, Further Education colleges and universities

- Exhibitions, performances and creative productions by artists, musicians, film-makers, writers and theatre groups

GBSF is governed by a Board of Trustees split between the UK and Japan.  
[www.gbsf.org.uk](http://www.gbsf.org.uk)

## **CHIEF EXECUTIVE ROLE**

The role of the new chief executive will be to provide the leadership to enable GBSF successfully to meet its charitable objectives. Accordingly, the chief executive will provide leadership in multiple ways:

- Internal – Governance, operations and organisation:
  - Maintaining the sound financial position of GBSF
  - Sharing meaningful and timely operational and financial data to support the Board of Trustees in strategic direction setting
  - Working collaboratively with the Board of Trustees and staff to execute long term strategy
  - Leading and/or overseeing GBSF operations in all their aspects, in particular the effective administration of the grants programme, with support from the Programmes Executive and Director Japan Office
  - Managing relationships and communications between UK and Japan Board Trustees and between GBSF and The Nippon Foundation
  - Recruiting and leading GBSF staff
  - Fostering a culture of transparency and coordination across the team
  - Overseeing the development and execution of new projects and events
- External – Stakeholder relations and communications:
  - Maintaining close working relationships with key collaborating organisations including the Embassy of Japan, Japan Society, Japan Foundation, Japan House, JSPS, Daiwa Japan Foundation, universities and schools working with Japan
  - Maintaining close working relationships with relevant non-Japan specific official and academic organisations including FCDO, British Council, UUKI, Arts Council, UKRI, to ensure full recognition of GBSF activities
  - Representing GBSF at external events
  - Leading communications for GBSF with Japan related stakeholders and the wider public

## **EXPERIENCE AND SKILLS REQUIRED**

A strong track record as a senior operational leader of an organisation, with good managerial skills

Experience of Japan through business, cultural, educational, diplomatic or other professional background. Interest in promoting UK-Japan relations and managing relationships with Japanese stakeholders

The ability to oversee operational systems, audit and financial management

The ability to work collaboratively with the GBSF Board of Trustees in executing strategy and plans

Strong interpersonal skills. The ability to build trusted relationships with key stakeholders

An appreciation of UK charity governance and the ability to provide professional oversight of GBSF's administrative requirements

Deadline for applications: 7 March 2025

Applicants should send a covering letter outlining the reasons for their interest in the role, together with a CV, to [gbsfceorecruitment@gmail.com](mailto:gbsfceorecruitment@gmail.com)

Interviews of shortlisted candidates will be held in-person in central London in the second half of March.