

Women in Nuclear UK

Role Description



Position	<i>Co-Lead Events Coordinator Role</i>
Reporting to	<i>WiN London & South East Regional Lead</i>
Location	<i>Flexible</i>

Background

Women in Nuclear UK (WiN UK) was formed in early 2014 to improve diversity and increase the skills base in the nuclear industry by encouraging gender balance. In 2020 WiN UK became a not-for-profit company limited by guarantee.

Women in Nuclear UK's mission is to address the industry's gender balance, improve the representation of women in leadership, engage with the industry, government and public on nuclear issues and support the industry with tools and information.

WiN UK's Strategic Objectives:

- **Attraction** - to encourage women to join the nuclear industry through engagement with schools, colleges, universities, appropriate youth groups and nuclear sector employers to create dialogue and raise awareness of the industry via events and communications. Also to work with national organisations to provide consultation and feedback on best practice to achieve a gender balanced workforce.
- **Retention** - to support those already in the sector with career progression through mentoring and networking.
- **Dialogue** - leading on broader engagement on diversity within the sector, but also on engaging women outside the industry in the debate on nuclear energy.

WiN UK develop industry guidance, including the management of the Industry Charter, engagement with Charter signatories, as well as development of toolkits and materials to aid companies by bringing together experts and information in a guide on best practice.

Organisation

WiN UK is governed by an Executive Committee whose members, along with Directors and a Strategic Advisory Group, ensure WiN UK objectives are met via a strategic plan, engaging across the sector and supporting regional teams in their activities.

WiN UK Regional Teams plan, coordinate and deliver various activities to meet the priorities within their local areas.

This role reports to a Regional Lead and is part of the **WiN London & SE Regional Team**.

Please note that this is a voluntary post.

Please gain confirmation of your line manager support before applying.

The WiN London and SE Regional Team comprises functional Leads and supporting team members including; Regional Lead, Attraction, Retention and Mentoring Lead, Communication Lead, Events Lead, Education and Schools Engagement Lead and Industry (inc. Stakeholder, Marketing & Transverse) Lead.

Main Responsibilities

Overall: To work with the WiN London & SE team to develop and promote a diverse programme of WiN regional events.

More detailed responsibilities:

- Organise WIN led regional events.
- Manage programme of events
- Identify sponsorship requirements
- Ensure active programme is balanced across the activities
- Attend Bi-monthly WiN London & SE meetings

Qualifications and Experience

It is likely that the successful candidate will have:

- Previous experience of co-ordinating and organising events.
- The ability to build great working relationships with lots of different people.
- Strong communication and engagement skills.
- Commitment and loyalty, with a passion for the WiN UK mission.

Commitment required

- Between 4 to 8 hours per month for specific tasks/emails.
- Commitment to the role for at least one year.
- Ability to attend conferences and meetings on behalf of WiN UK as required/available.
- The role may require support to other initiatives throughout the year, including but not limited to the WiN UK annual conference.

Inclusion

WiN UK is an inclusive organisation. We don't just accept difference—we celebrate it as a core value at the heart of our mission. We believe that an inclusive organisation is a successful and happy organisation. We therefore welcome applications from those in under-represented groups. We are committed to ensuring a fair and inclusive selection process for all applicants.