

Position	<i>Business Support to the WiN UK Executive Board</i>
Reporting to	<i>WiN UK Vice Presidents</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.

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.
- **Industry Guidance** – development and management of the Industry Charter, engagement with Charter signatories, 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 Board. The purpose of this board is to ensure WiN UK objectives are met in accordance with the strategic plan, to engage across the sector and to support regional teams in their delivery. WiN UK Executive Board Committees deliver centralised and national WiN UK initiatives and are led by an Executive Board Member.

Please note that this is a voluntary post.

WiN UK Executive Board Meetings

The WiN UK Executive Board members are located throughout the UK. The majority of communication between members takes place via emails and phone calls, which supplement formal monthly board meetings. The monthly meetings provide a vehicle for formal governance of strategic decisions. The WiN UK Vice Presidents share the responsibility of ensuring that the board meetings perform this important role.

Main Responsibilities

To support the Vice Presidents to prepare for the monthly WiN UK board meetings:

- Scheduling of meetings (face to face every other month and via teleconference for alternate months), including tracking of attendance and availability
- Logistical preparation for each monthly meeting, including venue access arrangements, joining instructions, dial in arrangements, catering arrangements etc.

The role will also include ad hoc business support activities which may arise from time to time as defined by the Vice Presidents.

Commitment required

- 1-2 hours per week for specific tasks/emails.
- Commitment to the role for at least one year.