

<b>Position</b>	<i>Events Management Lead</i>
<b>Reporting to</b>	<i>Executive Lead and Board Member for Events Management</i>
<b>Location</b>	<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 Events Management Committee

The WiN UK Events Management Executive Committee is focused on coordinating and supporting a pipeline of WiN organised events, as well as external events at which WiN UK has presence. Its key responsibilities are:

- To co-ordinate all WiN UK events via support from
  - Regional Events Management
  - National Events Management Lead

- International Events Managements Lead
- To manage an annual calendar of events, identifying new opportunities for WiN UK to have a presence and support the industry.
- To support on logistics for events, as needed.
- To work closely with the Marketing and Communications Lead to ensure all events have the necessary communications and marketing campaign support.

## Main Responsibilities

**Overall:** To develop and deliver on a simple WiN UK events strategy that has the purpose of engaging the target WiN UK audience through face to face events. To also maintain oversight for all WiN UK events, working closely with the Regional teams to ensure that all events are coordinated.

More detailed responsibilities:

- Develop a simple events strategy that takes into account central and regional WiN UK events.
- Maintain the WiN UK events calendar which captures all events WiN UK is involved with around the UK, and globally.
- Upload all events onto the booking system where required and manage and report on attendance.
- Support the regions/others to manage event logistics including researching and booking venues and suppliers, arranging banners, and organising the necessary facilities.
- Work with the Sponsorship lead (in the Business Development team) to engage with potential sponsors for events.
- Share best practice with regional teams regarding event management, and maintain a lessons learned log for WiN UK events (captured via the appropriate feedback routes).
- Provide a monthly summary on events to Events Exec Lead.

## Commitment required

- 1-2 hours per week 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.
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