

<b>Position</b>	<i>External Events Manager</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 identify the external industry and relevant non-industry events which would be beneficial for WiN UK to attend and participate in, and to identify and coordinate the appropriate WiN UK member/s (Board or Regional team member/s) to attend. To also lead on the “open the door” requests for WiN UK members.

More detailed responsibilities:

- Work with the Events Management Lead to identify and capture the external events which would benefit WiN UK to be involved in and / or have presence at.
- Reach out to the appropriate WiN UK members – from the Executive Board and Regional teams – and confirm their attendance at the events.
- Provide an appropriate briefing to confirmed WiN UK attendees ahead of the event.
- Coordinate with the attendees to ensure that any key messages and learnings from the event are shared back into WiN UK after the event, as required.
- Liaise with the Communications team to ensure that any relevant communications are issued related to WiN UK attendance / involvement at the event, such as an update on social media.

## 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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