

<b>Position</b>	<i>Industry guidance secretariat</i>
<b>Reporting to</b>	<i>Executive Lead and Board Member for Industry Guidance</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.

Industry Guidance is a WiN UK committee set up to support the objectives of WiN UK. Working with the WiN UK Executive, our Regional teams, Ambassadors and nuclear sector businesses we aim to:

- Promote WiN UK Industry Charter and respective values
- Identify and promote personal pledges
- Develop a platform to assist individuals in approaching different career stages
- Develop a platform to support organisations in making most of the available workforce
- Identify and/or develop tools which support WiN UK's three key objectives, i.e. Attraction, Retention and Dialogue.

---

## Main Responsibilities

- Coordinate monthly/bi-monthly meetings for the Industry Guidance team
- Take minutes and record actions set during the meetings
- Highlighting imminent commitments to fellow Industry Guidance team members to support meeting our targets
- Help Industry Guidance Executive Lead to prepare board monthly updates
- Propose improvements to our ways of working in support of meeting our WiN UK commitments.

## Commitment required

- 1-2 hours per week for specific tasks/emails
  - Commitment to the role for at least one year
  - Regular (monthly/bi-monthly) engagement with the wider Industry Guidance team
  - 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.
-