

<b>Position</b>	<i>Membership Lead</i>
<b>Reporting to</b>	<i>Executive Lead and Board Member for Business Development</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 initiatives and are led by an Executive Board Member.

Please note that this is a voluntary post.

## WiN UK Business Development

The WiN UK Business Development function focusses on ensuring WiN UK has the means to deliver our mission through stakeholder management of members, partners and relationships. There are 4 key areas of responsibility:

1. Membership – supporting recruitment and engagement with existing and potential WiN UK members and managing their information.
2. Ambassadors – supporting recruitment, engagement and management of WiN UK Ambassadors.
3. Sponsorships - engaging with our sponsors who provide income and support to WiN UK.

4. Partnerships - collaborating with nuclear organisations and external organisations with complementary missions. Note: this excludes government and education/NSSG engagement and which are separate WiN UK Executive Board Function.

The BD Executive Committee will also have responsibility for ensuring all WiN UK contact information (members/ambassadors/sponsors/industry) is maintained in accordance with regulations and in a way that enables us to engage and manage all contacts effectively.

### Main Responsibilities

**Overall:** To take ownership of the WiN UK membership strategy, ensuring alignment with the overall WiN UK strategy and objectives and to further develop the WiN UK membership offering.

More detailed responsibilities:

- Provide strategic direction over future membership plans and activities and develop a long term membership growth strategy.
- Develop and manage membership management system.
- Develop and manage membership delivery campaigns working closely with the WiN UK Marketing Lead, to reach out to new and existing members to inform them of upcoming WiN UK events.
- To act as primary contact for WiN UK members, answering any member queries that come through via the WiN UK mailbox.
- Work closely with the WiN UK Ambassador Lead to encourage members to become Ambassadors.
- Work closely with WiN UK Events Management Lead to plan and deliver membership events and develop regular programme of activity for WiN UK members.
- To work closely with the Industry charter contacts manager for Industry guidance in support of corporate WiN UK members.
- Confidently communicate the member offerings.
- Provide a summary on monthly membership engagement to the Executive Lead and Board Member for Business Development & Events, to feed into the monthly Board reports.

### 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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