

Women in Nuclear UK



Role Description

Position	People Lead
Reporting to	<i>Operations Director</i>
Location	<i>Flexible</i>

Please note that this is a voluntary post.

Please gain confirmation of your line manager support before applying.

Main Responsibilities

Overall:

The People Lead is responsible for overseeing the volunteer experience within Women in Nuclear UK, ensuring that individuals are supported, engaged, and empowered to contribute effectively to the organisation's mission. This role focuses on volunteer recruitment, onboarding, development, and wellbeing, helping to build a positive and inclusive culture across WiN UK.

More detailed responsibilities:

- Lead volunteer recruitment and onboarding processes across WiN UK.
- Develop and maintain role profiles, induction materials, and support resources.
- Act as a key point of contact for volunteer queries, feedback, and support.
- Promote wellbeing, inclusion, and recognition within the volunteer community.
- Develop a set of processes and guidelines for people management.
- Support team leads with volunteer management and succession planning.
- Maintain accurate records of volunteer roles and contributions.
- Facilitate regular engagement activities and feedback mechanisms.
- Collaborate with the Executive Board to align people strategies with organisational goals.
- Identify opportunities for training, development, and capacity building.
- Champion diversity and inclusion across all volunteer initiatives.

Qualifications and Experience

It is likely that the successful candidate will have:

- Experience in people management, HR, volunteer coordination, or community engagement.
 - Strong interpersonal and communication skills.
 - Ability to build relationships and foster a supportive team culture.
 - Organised and proactive, with attention to detail.
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- Experience in a charity or volunteer-led organisation is desirable.
- Understanding of diversity, equity, and inclusion principles.
- Comfortable working independently and collaboratively in a remote setting.
- Passion for WiN UK's mission to promote gender balance and inclusion in the nuclear sector.

Commitment required

- Up to 10 hours per month, with likely “peaks and troughs” in work.
- Commitment to the role for at least one year.
- Opportunity for job-share can be explored.

Inclusion

WiN UK is an inclusive organisation. We don't just accept difference—we celebrate it as a core value at the heart of our mission. We believe that an inclusive organisation is a successful and happy organisation. We therefore welcome applications from those in under-represented groups. We are committed to ensuring a fair and inclusive selection process for all applicants.

How to apply

Send your CV with cover letter to operations@winuk.org.uk with subject line “Vacancy - People Lead”