

Women in Nuclear UK



Role Description

Position	IT 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 IT Lead is responsible for overseeing the digital infrastructure and technology tools used across Women in Nuclear UK. This role ensures that systems are secure, accessible, and fit for purpose, enabling volunteers to collaborate effectively and deliver WiN UK's mission. The IT Lead also supports the integration of new tools and provides technical guidance to the wider team.

More detailed responsibilities:

- Manage and maintain WiN UK's digital platforms (e.g., email, cloud storage, collaboration tools).
- Ensure data security, access control, and system reliability across all tools.
- Provide technical support and troubleshooting for volunteers and working groups.
- Evaluate and recommend new technologies to improve operational efficiency.
- Maintain documentation for IT systems, processes, and user guidance.
- Support onboarding of new volunteers with access to relevant systems.
- Manage change and removal of access across all platforms.
- Collaborate with the Data Protection Officer to ensure compliance with data privacy regulations.
- Monitor system usage and identify opportunities for optimisation.
- Lead IT-related projects and upgrades as needed.
- Act as liaison with external IT service providers or consultants.

Qualifications and Experience

It is likely that the successful candidate will have:

- Experience in IT support, systems administration, or digital infrastructure management.
- Familiarity with cloud-based tools (e.g., Microsoft 365, Google Workspace, SharePoint).

- Understanding of cybersecurity principles and data protection requirements.
- Strong problem-solving and communication skills.
- Ability to explain technical concepts to non-technical audiences.
- Experience in a charity or volunteer-led organisation is desirable.
- Proactive and organised, with attention to detail.
- 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 - IT Lead”