

Events and Communities Director

Job description and person specification

The Nuclear Institute is recruiting a senior leader to bring together its events programme, volunteer communities and income-generating partnerships. This role will protect and improve the member experience while building sustainable income through events, sponsorship, advertising and strategic partnerships. It is a key delivery role within the Nuclear Institute's Connecting, Developing, Amplifying and Excelling strategy.

Job title	Events and Communities Director
Reports to	Chief Executive
Direct reports	Communities Officer and Income Generation & Partnerships Executive. The role will also coordinate event delivery resources and volunteer support arrangements.
Contract	Permanent, full time. Flexible working will be considered.
Location	Fully Remote, UK based, with regular travel for events, meetings and member engagement.
Salary	£41,616 - £43,280 plus performance related pay and benefits including an option for Compressed Working Scheme (70 hours over 9 days), pension, private medical insurance and death in service benefit, 25 days annual leave plus bank holidays and a day's leave for your birthday.

About the Nuclear Institute

The Nuclear Institute is the professional membership body and learned society for the nuclear sector. It supports almost 6,000 members, nine UK regional branches, more than seven Special Interest Groups, professional registration, continuing professional development, the Nuclear Professionalism Standard®, technical communities, events, publications and public engagement. The Institute works with industry, government, regulators, universities and other professional bodies, supported by a small staff team and around 300 volunteers.

Role purpose

The Director will lead the Nuclear Institute's events, communities and income-generating partnerships activity as one connected portfolio. The post holder will set the annual delivery plan, oversee budgets, forecasts and performance, strengthen relationships with volunteers and corporate members, and develop new income opportunities that support the Nuclear Institute's charitable purpose and member offer. They will be accountable for the commercial and operational financial performance of their portfolio, including maintaining robust rolling forecasts, managing cash flow, monitoring financial risk and taking timely corrective action where performance diverges from plan. The Director will line-manage the Communities Officer and Income Generation & Partnerships Executive, setting clear objectives and ensuring that operational activity is joined up.

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The role combines strategic ownership with practical delivery. The successful candidate will be comfortable working with Trustees, senior volunteers, branch and Special Interest Group leaders, sponsors, advertisers, venues, suppliers and members. They will know when to lead directly, when to delegate and when to seek a decision from the Chief Executive or Board.

Key accountabilities

1. Events strategy, income and delivery

- Own the Nuclear Institute's annual events portfolio, including conferences, seminars, webinars, dinners, awards, exhibitions, the Volunteer Awards, Volunteer Forum and major partnership events.
- Create an annual events plan that balances member value, professional development, sector reach, volunteer capacity, financial return and organisational risk.
- Set clear event briefs, budgets, income targets, milestones, risk controls and post-event measures for each major event.
- Oversee venue selection, supplier contracts, speaker and sponsor arrangements, ticketing, delegate experience, accessibility, delivery and reconciliation.
- Ensure events provide relevant CPD opportunities and support the Nuclear Institute's Professionalism standard and strategic themes.
- Monitor event performance and act early where delegate numbers, sponsorship, costs or delivery risks move away from plan.
- Ensure lessons from events are recorded and used to improve future activity.

2. Income generation and partnerships

- Lead the development and delivery of an income-generation plan covering event sponsorship, exhibition packages, advertising, digital campaigns, Nuclear Future, the jobs board, member benefits and strategic partnerships.
- Build and manage a reliable pipeline of prospects, proposals, negotiations, contracts, fulfilment and renewals.
- Develop clear commercial packages and partnership propositions that are credible, ethical and aligned with the Nuclear Institute's purpose and values.
- Build senior relationships with corporate members, potential sponsors, advertisers, suppliers, education partners and other professional organisations.
- Ensure sponsor and partner commitments are delivered, recorded and reviewed, with accurate invoicing and income reporting.
- Own the commercial assumptions, income forecasts and financial performance of the events, communities and partnerships portfolio, maintaining accurate rolling forecasts and clearly explaining variances against budget and previous forecasts.
- Ensure timely invoicing, collection of income and effective cash management across the portfolio, including forward planning of cash inflows and significant expenditure commitments.
- Lead commercial decision-making on pricing, sponsorship packages and partnership propositions, considering market demand, fixed and variable costs, required contribution margins and break-even analysis.
- Identify and manage commercial and financial risks, implementing mitigation plans where necessary to protect income and organisational sustainability.
- Identify opportunities to increase value for members through carefully selected products, services and reciprocal arrangements.

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- Own the operational and commercial assumptions, forecasts, pricing strategy and financial performance of the portfolio, working closely with the Finance Director who provides challenge, assurance, governance and integration into the wider organisational forecasting and reporting framework.
- 3. Communities and volunteer engagement
- Provide the senior staff lead for nine UK regional branches, more than seven Special Interest Groups, the YGN and other member communities, supporting them to deliver activity within the Nuclear Institute's policies, standards and strategy.
- Develop a clear communities plan covering purpose, activity, volunteer support, succession, inclusion, communications and measures of engagement.
- Build constructive relationships with volunteer leaders and ensure they receive timely guidance, useful systems and proportionate support through the Communities Officer.
- Support communities to develop high-quality technical content, CPD activity, events and member services.
- Oversee the use and development of event relevant digital tools, CRM records, community email and SharePoint areas to support discussion, collaboration and access to community content.
- Ensure that community Terms of Reference, volunteer resources, handbooks, communications, branding and merchandise arrangements are kept current and fit for purpose.
- Identify and address risks relating to volunteer capacity, conduct, safeguarding, data protection, brand, financial control and quality assurance.
- Share successful practice between communities and ensure the Nuclear Institute learns from member and volunteer feedback.

4. Leadership, planning and reporting

- Lead, support and develop the Communities Officer and Income Generation & Partnerships Executive, creating clear objectives, priorities, working practices and performance measures.
- Prepare annual plans, budgets, rolling forecasts and performance reports for the Chief Executive, Board and relevant committees, ensuring forecast assumptions remain current and that material variances are identified, analysed and explained.
- Monitor financial performance throughout the year, proactively identifying risks and opportunities and implementing corrective actions to deliver agreed financial and operational objectives.
- Maintain an accurate dashboard covering events income and expenditure, sponsorship, partnerships, community activity, attendance, satisfaction, CPD and risks.
- Work closely with Marketing and Communications, Membership, Finance and the Nuclear Future editorial team.
- Contribute to organisational planning, policy development, business cases and cross-team projects.
- Represent the Nuclear Institute professionally with members, volunteers, corporate partners, government, regulators and the wider nuclear sector.

5. Governance, compliance and standards

- Work within the Nuclear Institute's delegated authorities, approved budgets, risk appetite, policies and procedures.
- Ensure contracts, sponsorships, partnerships and supplier arrangements are properly recorded and approved at the correct level.
- Protect the Nuclear Institute's charitable purpose, reputation, independence and professional standards when assessing commercial opportunities.
- Ensure events and communities activity meets relevant requirements for health and safety, accessibility, equality, data protection, safeguarding and financial control.

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- Escalate material risks, conflicts of interest, budget variances and strategic decisions promptly to the Chief Executive.
- Ensure robust financial controls are maintained across events, sponsorship, partnership and community activities, including accurate forecasting, income recovery, cash-flow management and compliance with delegated authorities.

Indicative success measures

The final objectives will be agreed annually. They are likely to include:

- Delivery of an approved annual events and communities plan within budget and agreed risk tolerances.
- Growth in sponsorship, advertising, partnership and other commercial income, with a healthy forward pipeline, strong renewal rate and accurate CRM records.
- Improved event contribution, attendance, delegate satisfaction and CPD value.
- Clearer and more consistent support for branches, Special Interest Groups and the YGN, with improved volunteer feedback, current Terms of Reference, effective volunteer resources and succession planning.
- Accurate and timely performance reporting, forecasting and contract management.
- Evidence that activity supports the Nuclear Institute's four strategic themes, Connecting, Developing, Amplifying and Excelling.
- Accurate rolling forecasts maintained throughout the year, with forecast variances understood, explained and managed effectively.
- Achievement of agreed cash collection targets and effective management of portfolio cash flow.
- Commercial pricing decisions demonstrably supporting contribution targets, sustainable margins and financial performance.
- Delivery of income and contribution targets while operating within approved risk tolerances.

Person specification

Essential experience

- Substantial experience leading events, member engagement, business development, partnerships or a related portfolio.
- Experience of managing a portfolio of events or programmes with income, expenditure, delivery and reputational objectives.
- Demonstrable experience of generating income through sponsorship, partnerships, advertising, memberships, events or related services.
- Experience of setting plans, managing budgets, monitoring performance and reporting to senior leaders or a board.
- Experience of negotiating with senior stakeholders, suppliers, sponsors and partners.

Essential skills and behaviours

- Commercial judgement combined with a clear commitment to professional standards.
- Strong leadership and relationship-building skills, with the credibility to work with senior stakeholders and volunteers.
- Excellent planning and delivery skills, with the ability to manage competing priorities and intervene early when plans change.
- Clear written and verbal communication, including the ability to prepare concise reports, proposals and business cases.

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- Strong financial and commercial acumen, including experience of budgeting, rolling forecasting, cash-flow management, pricing strategies, contribution analysis, break-even assessment and performance reporting.
- A collaborative and inclusive approach, with the judgement to make decisions and take accountability for delivery.
- Comfort working in a small, remote organisation where roles may need to flex around organisational priorities and where you are required to work under your own initiative and minimum guidance.

Desirable

- Experience of working with volunteers, professional communities, committees or member-led groups.
- Experience in a professional membership body, learned society, charity, regulated sector or technical organisation.
- Knowledge of the nuclear, energy, engineering, infrastructure or public policy environment.
- Experience with CRM, event management, community or digital engagement platforms.
- Relevant professional, management, events, commercial or membership qualification.

Working arrangements and inclusion

This is a remote UK-based role with regular travel for events, meetings and member engagement. The Nuclear Institute supports flexible working and will consider reasonable adjustments throughout the recruitment process. We offer flexible hours and remote working options to accommodate individual needs. This role can be carried out anywhere in the UK, with frequent travel, especially to London and Manchester.

The Nuclear Institute is an equal opportunities employer and welcomes applications from people of all backgrounds, including groups underrepresented in the nuclear sector.

Support is available for remote workers who require specific adjustments, including ergonomic equipment or assistive technologies.

We are committed to creating an inclusive workplace where everyone feels valued. We welcome applications from candidates of all backgrounds, including those from groups underrepresented in the nuclear sector.

Our recruitment process is fair and accessible. Reasonable adjustments are available at any stage. If you require adjustments, please contact us so we can support you.

The Nuclear Institute is an equal opportunities employer and is committed to providing positive and supportive working conditions.