

Oil, Gas and Energy Transition Special Interest Group Committee Secretary

Volunteer Role Descriptor

1. Introduction

IChemE's global network of member community groups are central to delivering its vision of engineering a sustainable world.

The Oil, Gas and Energy Transition SIG was set up in November 2024, following the recommendations of the report of the project on the Changing Future of the Oil and Gas Industry [icheme-changing-future-of-the-oil-and-gas-industry-report.pdf](#)

Its core aims are:

- to support IChemE members working in the oil and gas sectors through the energy transition;
- to engage with various stakeholders on the role of oil and gas and on the opportunities and challenges of the energy transition;
- to collaborate within IChemE to inform and/or contribute to outreach, education, training, professional development, debate and knowledge-sharing to support the energy transition.

In line with IChemE practice, activities of the SIG will be devised and delivered by members with the aim of creating globally accessible output, local activities, and networking opportunities. The committee is currently looking to recruit a Secretary. Other vacant roles are described in a separate role descriptor.

It is envisaged that all committee members will contribute to outputs delivering support to members. These may include webinars and other events, newsletters and publications, training, mentoring or other career support, and networking. Priorities for outputs include:

- technology case studies and business cases
- best practice in cross-discipline or inter-sector learning
- policy developments
- career stories and career development strategies

2. What you will be doing

The Secretary of a Special Interest Group typically:

- supports the Chair in their role as required
- ensures that communications are directed to the correct recipients
- gathers communications from appropriate sources and directs them to the right people
- contributes to the delivery of an annual programme of activities
- prepares the agenda for committee meetings and the Annual Meeting
- records and circulates minutes of meetings (and other associated documents)
- monitors committee members' terms and records their attendance at meetings

3. About you

For this role, you are required to be an IChemE member and demonstrate skills, knowledge and interests that relate to the specific SIG and volunteer role.

4. How you will benefit

There are many benefits to volunteering, including:

- personal satisfaction that your contribution helps to support a global network of chemical engineers
- extensive networking opportunities
- continuing professional development (CPD)
- enhanced knowledge of chemical engineering and the opportunities it may offer

5. Time commitment

SIG Secretaries typically spend 4-5 hours per month on SIG business.

6. Period of appointment

Special Interest Group committee volunteers can stay in their roles for up to three years.

Reappointment is possible for a second term of up to three years. A maximum of six years can be served in one position.

7. How to apply & appointment method

Please apply using the “apply now” button on this advert on the website.

As the Secretary is an elected position, an election will be held in Q1 2025. Elections for electable positions are usually conducted as part of the group’s Annual Meeting (AM). As this is a new SIG, the committee has not yet held an annual meeting – its first annual meeting is planned for Q2 2025.

8. Induction & training

The role is fully supported by the IChemE Member Engagement Officers and team. Training will be provided to support members in this role.

Other standard volunteer training, eg General Data Protection Regulations (GDPR) training, will be provided by IChemE.

9. Further information

Expenses for the activities:

No significant expenses are expected to be incurred. IChemE [Expense policy for members and volunteers](#) outlines what costs can be recovered whilst undertaking volunteer activities on behalf of member groups.

Is the role location specific?	No
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Number of roles available	One
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Closing date	24 January 2025
For further information please contact volunteer@icheme.org	

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