Volunteering role	Technical Author (Codes & Guidance)
Role synopsis and primary focus	Each of our best practice guidance documents have Technical Authors attached to them, usually individuals or a small team. Their job is to lead the writing and updating of the documents and ensure that the final code/guide covers the intended scope of the work. Each Author will be expected to write a significant proportion of the work (to agreed deadlines), meet regularly with the IET and Industry Stakeholder Groups relevant to the project and, where necessary, respond to technical stakeholder queries.
Person requirements	• A high level of written English. • Significant knowledge of the relevant area of the guidance being written • At least 5 years industry experience within the sector relevant to the guidance being written • Previous experience of writing standards or guidance would be preferable but is not essential.
What you can gain from this role	This role will help you to build your authoring and communication skills and provide the opportunity to influence codes and guidance in your area of expertise. It will also assist in raising your profile within the engineering and technology community and provide an environment for you to widen your own professional network.
Main duties and responsibilities	• Attend scoping, drafting and review meetings. • Draft and edit the work according to the feedback received during the development process. • Work with the IET to resolve any comments received from reviewers and committee members. • Assist with the dissemination, promotion and acceptance of the code or guide. Each stage of development is supported by a dedicated IET Portfolio Development Manager.

How this role supports our vision and mission	• To share knowledge that helps make better sense of the world, to solve the challenges that matter. • To help upskill and reskill the engineering and technology community and share best practice to promote innovation and solve common problems for practitioners within relevant industries.
Period of appointment	There is no specific period of appointment, but a contract will generally be necessary with the Technical Author(s) covering specific deliverables and specific deadlines. The contract may also cover future editions or updates.
Time Commitment	This will differ significantly depending upon the complexity of the subject matter but could be between 30 and 60 working days (spread over a period of 12-18 months) to complete the project.
Appointment method	The IET, in consultation with sponsors and key industry representatives, will be responsible for making this appointment. A contract will be required with the IET stipulating deliverables and any deadlines, copyright and expense issues.
Induction	Upon engagement you will be provided with: • Volunteers' Handbook • Access to IET EngX® online volunteering community • All IET Volunteers are required to read/sign our Volunteer Code of Conduct and a set of legislation-related policies and complete a Safeguarding training module. This mandatory activity is undertaken through a web-based e-learning system. • Other volunteer policies and guidance are provided on IET EngX®
Training	Training will be provided by the IET on drafting, formatting and consensus building.
Point of contact	The regular contact for this role will be the IET Publishing team. **Apply to become a Technical Author (Codes & Guidance)** To apply for the above please complete our short form

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Technical Author (Codes & Guidance)