

Logistics Coordinator Science Challenge Team



Robogals

Robogals is an international, not-for-profit organisation that aims to inspire, engage and empower young women into engineering and related fields. This is achieved through fun and educational initiatives aimed at girls in primary and secondary school. Since its inception in 2008, Robogals has engaged over 66,000 girls around the world.

The Science Challenge is our Australian STEM competition aimed at girls aged 5 to 15. Students complete a set of preliminary science experiments (the Minor Challenges) before embarking on a science investigation of their own (the Major Challenge). See more at sciencechallenge.org.au.

The Role

The purpose of this role is to assist with the planning and execution of the Australia-wide Science and Engineering Days, which play an integral part in the public engagement strategy for the Science Challenge. These events will be held in **April** and **July** of this year.

The Logistics Coordinator will liaise with a designated executive member from each Australian chapter, and will guide each of these representatives through the process of hosting a Science and Engineering Day, where students will have the opportunity to complete two Minor Challenges with their peers.

This role forms an important part of the Competition branch of the Science Challenge team. The Logistics Coordinator role will be responsible for ensuring that chapters are well-assisted in their preparations to host their local event.

Examples of Tasks

- Designing, planning, and assisting with running of the competition
- Working with chapters to host a Science and Engineering Day in their region, which includes assisting chapter representatives in:
 - Securing a venue and catering for their event;
 - Managing registrations and signups;
 - Understanding the workshop content to be presented;
- Competition organisation – collating and documenting all resources relevant to role
- Competition impact: collating and analysing competition feedback and producing reports
- Ongoing liaison with partner organisations, schools and the Robogals community
- Anything else you believe works toward the goals and purposes of Robogals and your role!

Skills Required

The successful candidate will require:

- Time management and the ability to multitask
- Proactiveness and the willingness to request guidance as needed
- Excellent communication skills and the ability to co-ordinate between geographically dispersed teams
- The following bonus skills will be looked upon favourably, but are not a requirement:
 - Previous experience in event management or scheduling

Remuneration

- The opportunity to introduce many girls to engineering, science and technology
- Experience in being a part of a team and running a nationwide initiative
- Opportunity to attend Robogals SINE (regional conference)
- Opportunity to liaise with chapter executives from around Australia

Other Details

- The Science Challenge Logistics Coordinator reports to the SC Managers.
- This position is estimated to take 3-5 hours a week.
- Applicants can be based anywhere in their region.
- The Science Challenge Logistics Coordinator must be able to commit during the duration of the Science Challenge on-season (April - November) for at least one year, or most preferably two years.

Application Process

Applicants will typically be university students, but this is not necessary. To apply please email Chelsea Edmonds (Regional Executive Office, Robogals Asia Pacific) on chelsea@robogals.org with the following:

- A paragraph outlining why you would like to have this role
- A paragraph outlining why you would be good at this role, including relevant experience
- Your CV (max 2 pages)

Roles in Robogals are not restricted to women – men are encouraged to apply too!

Please don't hesitate to address all questions to Ruwan Devasurendra (Project Director, Robogals Asia Pacific) on ruwan@robogals.org.

Applications will be processed and accepted on a rolling basis until they are closed on the 30th of March 2018