

Regional Executive Officer Robogals Asia Pacific



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 across the world. Since its inception in 2008, Robogals has engaged over 66,000 girls around the world. Find out more at: www.robogals.org.

The Role

Robogals is seeking an individual to become the next Asia Pacific (APAC) Regional Executive Officer (REO). The APAC REO is the leader of Robogals' most established region, and is responsible for developing and managing the regional strategy, supporting the regional team and the 15 chapters in the APAC region, and representing Robogals Asia Pacific to the wider public and Robogals board. Additionally, the REO sits on the Global Leadership team, and in this capacity contributes towards the overall strategy, global projects, and representation of the APAC region at the global level. The successful candidate will be an individual passionate about the Robogals mission who shares the organisation's values (see www.robogals.org/about/about-us/) and has the ability to lead, communicate professionally, manage time effectively and use initiative. Please note this is a voluntary role.

Responsibilities

The APAC REO reports directly to the Robogals CEO, and is responsible for:

- Managing, leading, and supporting the Asia Pacific Regional team.
- Developing and implementing the APAC Region Strategy
- Managing and supporting regional chapters, partnerships, and initiatives through the regional team
- Managing regional finances with the support of the APAC team and CFO.
- Managing transparency of the region with the board, leadership team, and chapters.
- Assisting in the organisation of APAC events and initiatives.
- Deliver new projects to benefit the region and global organisation.

Remuneration

The APAC Regional Executive Officer is a voluntary position, however does offer several benefits, including:

- The opportunity to sit on the leadership team of an international not-for-profit organisation and significantly develop leadership and management skills, and work alongside an inspiring and dedicated international team.
- Annual APAC Robogals SINE Conference attendance, travel, and accommodation.
- Opportunities to represent Robogals at industry events and conferences.

Skills Required

The successful candidate will require:

- Engaging and professional communication skills across a variety of mediums with a range of different people.
- Strong time management skills and the ability to multi task.
- Past leadership and/or project management experience demonstrated through paid, volunteering or school/university leadership roles.
- Dedication and commitment to the role for your team.
- The ability to inspire, motivate, and support a region wide team of people.
- Ability to take initiative to improve the organisation and deliver new projects.
- Past Robogals chapter experience is preferable but not required.

Application Process

Applicants for this position will be reviewed based on their passion towards the organisational goals and ability to meet the required skills and role responsibilities.

To apply, please email Chelsea Edmonds, the Robogals APAC REO at apac.reo@robogals.org with the following:

- Cover letter which includes evidence of passion for the Robogals mission, why you are interested in this role, and why you would be successful in this role.
- Your CV (max 3 pages).

Applications will be accepted on a rolling basis and will close at **10pm AEST, Monday the 30th of April 2018.**

For more information regarding the role or organisation, please contact Chelsea Edmonds, APAC REO, at apac.reo@robogals.org

Role Details

Job Title:	Asia Pacific Regional Executive Officer (REO)
Direct Reports:	8 - 10 people.
Employment Basis:	Part time, volunteer role. (approx. 15 - 20 hours per week on average)
Start Date:	September 24 th 2018 (negotiable)
Term:	A minimum of 2 years is expected.
Location:	Anywhere with strong internet connection in the Asia Pacific Region.