

Deputy Project Director Robogals APAC Initiatives 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 inception in 2008, Robogals has inspired over 70,000 girls globally. The APAC Initiatives Team is responsible for programs which engage students with Robogals beyond an initial workshop. Our current two programs are Science Challenge, a competition for girls between the ages of 5 – 15, and Pathway into Engineering, a resource based program currently under development.

The Role

Robogals is currently seeking an individual to take on the new role of Deputy Project Director. The purpose of this role is to assist in the management and operations of the initiatives team and its programs which are growing in scale. The role will involve working closely with the current Project Director, to develop the team strategy, support members of the initiatives team, and coordinate projects and team operations. Additionally, the role will also explore the expansion of current, upcoming and new initiatives. The successful candidate will be an individual passionate about the Robogals mission who shares the organisation's values, and has the ability to coordinate a team, manage time effectively, and communicate professionally. Please note this is a voluntary role.

Responsibilities

- Help manage the initiative's team's tasking, schedules and budgets
- Provide support and leadership to the initiatives team
- Work on the expansion and delivery of current and new initiative programs.
- Working and collaborating with the Development, Regional, Operational and Chapter teams to deliver your accountabilities.
- Anything else you can think of that works toward the goals and purposes of Robogals and your role!

Although a voluntary position, the successful candidate will have opportunities to make a tremendous impact on young girls' lives, gain experience in a leadership position on an international organization, and the opportunity to attend the Robogals APAC annual volunteer development and networking conference.

Skills Required

The successful candidate will require:

- Time management and the ability to multitask
- An engaging, professional communication style across a variety of mediums
- The ability (or willingness to learn) to apply project management principles across a variety of projects with varying timelines, budgets and objectives
- The ability to work within a virtual team

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 apac.reo@robogals.org with the following:

- A cover letter which demonstrates why you are interested in the Robogals mission and this position, and why you would be successful in this role.
- Your CV (max 2 pages)

Applications will be accepted on a rolling basis and will close at **10pm AEST Friday 3rd of August**. Please don't hesitate to address all questions to Ruwan Devasurendra (Project Director, Robogals Asia Pacific) on ruwan@robogals.org.

Role Details

Job Title:	Robogals Asia Pacific Deputy Project Director (Initiatives).
Reports To:	Robogals Asia Pacific Project Director (Initiatives).
Direct Reports:	Assists Project Director with leading 4 – 6 people.
Employment Basis:	Casual, volunteer role (Approximately 5 – 8 hours per week).
Start Date:	September 24 th 2018 (negotiable)
Term:	A minimum of 2 years is expected.
Location:	Anywhere with strong internet connection in the APAC region