

# Deputy 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 interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 70,000 girls globally.

## The Role

Robogals is currently seeking an individual to take on the role of Deputy Regional Executive Officer (dREO), Asia Pacific. As one of the largest Robogals regions, the primary purpose of the dREO position is to support the Regional Executive Officer (REO) in managing the Asia Pacific region. The role will depend heavily on the needs and requirements of the region and REO. The dREO and REO roles are intended to **complement one another, making use of the individual's respective strengths to lead, support, and grow the region effectively.** The successful candidate will be an individual passionate about the Robogals mission who shares the organisation's values, and has the ability to take initiative, communicate in a professional and engaging manner with a variety of people, and manage regional projects and teams to achieve results. Please note this is a voluntary role.

## Responsibilities

- Work with members of the Global leadership team, operations team, and development team on behalf of the region.
- Manage small teams to deliver regional projects.
- Assist the REO in the wider team management
- Document changes to structure, strategy, processes, and policies.
- Other key administrative tasks such as grant and award applications, producing content for the APAC website and newsletter, and cross team communication.
- Working on projects for the Robogals 2020 Strategy and Expansion.

Although a voluntary position, the successful candidate will have opportunities to gain project management experience in a leadership position on an international organization, network with industry and the wider STEM education community, and the opportunity to attend the Robogals APAC annual volunteer conference.

## Skills Required

The successful candidate will require:

- Ability to communicate professionally in an engaging and clear manner across a variety of mediums.
- Strategic thinking, forward planning, and initiative in managing regional projects and parts of the APAC team.
- Willingness to work in a virtual team environment.
- Strong time management skills and the ability to multitask.
- Past project management and/or leadership experience is preferred.

## Application Process

To apply please email Chelsea Edmonds (Regional Executive Office, Robogals Asia Pacific) on [apac.reo@robogals.org](mailto: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 2 pages)

Applicants for this position will be reviewed based on their passion towards the organisational goals, interest in the position, and the required skills outlined.

Applications will be accepted on a rolling basis and will close at **10pm AEST Friday 3<sup>rd</sup> August**. Please don't hesitate to address all questions to Chelsea Edmonds (Regional Executive Officer, Asia Pacific).

## Role Details

<b>Job Title:</b>	Deputy Regional Executive Officer, Robogals Asia Pacific
<b>Reports To:</b>	Regional Executive Officer, Robogals Asia Pacific
<b>Direct Reports</b>	Assists REO with a core team of 10 people.
<b>Employment Basis:</b>	Part Time, volunteer role (Approximately 10 – 15 hours per week).
<b>Start Date:</b>	September 22 <sup>nd</sup> 2018 (negotiable)
<b>Term:</b>	A minimum of 2 years is expected
<b>Location:</b>	Anywhere with strong internet connection in the APAC region