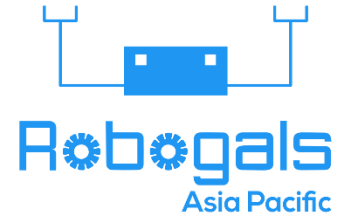


Deputy Project Director: Robogals APAC Initiatives Team



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 main focus is the Science Challenge, an online competition for girls aged 5 - 15, and related events. These include Science and Engineering Days, which are full-day science and engineering workshops held in conjunction with local chapters. .

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 team strategy, support members of the initiatives team, and coordinate projects and team operations.

Additionally, the role will explore the expansion of our initiatives. The successful candidate will be an individual who is passionate about the Robogals mission and who shares the organisation's values. Ideally, they also have the ability to coordinate a team, manage their time effectively, and communicate in a professional manner.

Please note this is a voluntary role.

Responsibilities

- Assist in the management of the initiatives team - including tasking, schedules and budgets
- Provide support and leadership to the initiatives team
- Work on the expansion and delivery of initiative programs

- 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 within 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 Ruwan Devasurendra (Project Director, Robogals Asia Pacific) on ruwan@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 Sunday 8th of December**. 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:	As soon as possible.
Term:	A minimum of 1 year is expected
Location:	Anywhere with strong internet connection in the APAC region