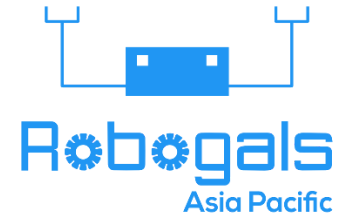


Resource Manager Robogals Asia Pacific



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

We are currently seeking a motivated individual to take on the position of Resource Manager, Robogals Asia Pacific. The Resource Manager's main role is managing the Robogals Chapter Knowledge Drive (RCKD – pronounced wrecked). The RCKD is used to encourage collaboration between chapters by sharing any content they've created. You will be responsible for ensuring the RCKD is user-friendly and the content is up-to-date and applicable. 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 projects to support chapters. Please note this is a voluntary role.

Responsibilities

- Manage the Robogals Chapter Knowledge Drive.
- Ensure content is up-to-date (this will require communication with chapters to acquire new content).

Although a voluntary position, the successful candidate will have the opportunity to gain management skills as there is potential to expand the Resources Team and project management skills as there is potential for the RCKD to become a Global resource. You will also have the opportunity to network with industry and attend the Robogals APAC annual volunteer conference.

Skills Required

The successful candidate will require:

- Ability to communicate clearly to a range of people through a variety of media
- Strategic thinking, forward planning, and initiative in acquiring information from a range of people
- Embodiment of Robogals values, and ability to mentor others to do the same
- Willingness to work in a virtual team environment.
- Strong time management skills.

Application Process

To apply please email Kate Lack (Deputy Regional Executive Office, Robogals Asia Pacific) on kate.lack@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 the 29th of November. Please don't hesitate to address all questions to Kate Lack (Deputy Regional Executive Officer, Asia Pacific).

Role Details

Job Title:	Resource Manager, Robogals Asia Pacific Chapter Support Team
Reports To:	Deputy Regional Executive Officer, Robogals Asia Pacific
Employment Basis:	Casual, volunteer role (Approximately 5 – 10 hours per week).
Start Date:	As Soon As Possible
Term:	A minimum of 1 year is expected (within reason)
Location:	Anywhere with strong internet connection in the APAC region