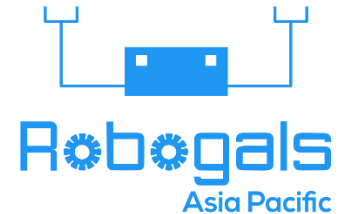


Regional Executive Officer

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 100,000 girls around the world. Find out more at: www.robogals.org.

The Role

As a member of the Global Leadership Team, the APAC REO plays a critical role in building and shaping the future of Robogals APAC by contributing to Robogals long-term strategy, local and global projects, and representing the APAC region globally. The APAC REO will support the regional team and 14 Chapters in the APAC Region. This role will require teamwork and collaboration to build strong relationships with stakeholders across the organisation. The successful candidate will be passionate about the Robogals mission, share the organisation's values (www.robogals.org/about/about-us/) and possess the ability to lead, communicate professionally, manage time effectively and demonstrate initiative.

Responsibilities

- Represent Robogals APAC at all levels within Robogals (Global, Regional, Chapter) and to the wider public
- Lead the APAC Regional Team by providing direction and clarity on priorities and ensure the team are meeting key deliverables and outcomes
- Recruit and onboard new team members
- Provide input and lead the execution into the Robogals long term global strategy
- Support APAC Chapters, partnerships, and initiatives through the regional team
- Manage regional finances with the support of the APAC team and CFO
- Prepare decision making materials and report on APAC Regional activities and events to the CEO
- Assist with the organisation of APAC Region events and initiatives

Required and Emerging Skills

The successful candidate will possess:

- Professional communications skills
- Past leadership and/or project management experience demonstrated through paid, volunteering or school/university leadership roles.
- Ability to inspire, motivate and support your team.
- Ability to take initiative to improve the organisation and deliver new projects.
- Commercial awareness in relation to partnerships

Application Process

To apply, please email Janelle Dixon, Robogals CEO at ceo@robogals.org with the following:

- Cover letter (max. 1 page)
- Your CV (max. 2 pages)

Applications close at 11:50pm, 31 August 2022.

For more information regarding the role or organisation, please contact Janelle Dixon, Robogals CEO at ceo@robogals.org.

Job Title:	Regional Executive Officer, Robogals Asia Pacific
Reports To:	Chief Executive Officer, Robogals Global
Direct Reports	~5 people (supporting the wider regional team of ~20 people)
Employment Basis:	Part-time, volunteer role (Approximately 10 hours per week).
Start Date:	ASAP
Term:	2 years
Location:	Anywhere with strong internet connection in the APAC region