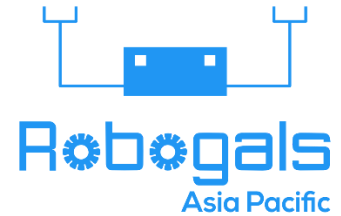


Initiatives Director: Robogals APAC Initiatives Team



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 its inception in 2008, Robogals has inspired over 70,000 girls globally.

The APAC Initiatives Team is responsible for projects that connect, support or develop the Asia-Pacific Robogals chapters and volunteers. Past and current projects include holding professional development workshops, running APAC-wide coffee catch-ups and organising the Seminar for Inducting New Executives conference. The APAC Initiatives Team is a growing team with the potential to have a lasting impact on Robogals.

The Role

The purpose of this role is to lead the management and operations of the Initiatives Team and its programs. The role will involve working closely with the current Regional Executive Officer to develop a team strategy, support members of the Initiatives Team, and coordinate projects and team operations.

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

- Lead the Initiatives Team's operations - including tasking, schedules and budgets
- Provide ongoing support and mentorship to the Initiatives Team
- Work on the expansion and delivery of programs
- Collaborate with the other branches of Robogals to develop long-term strategy

Although a voluntary position, the successful candidate will have opportunities to make a tremendous impact on young students' lives, gain experience in a leadership position within an international organisation.

Skills Required

The successful candidate will require:

- Time management
- Excellent communication skills and the ability to coordinate between geographically dispersed teams
- The ability (or willingness to learn) to apply project management principles across a variety of projects with varying timelines, budgets and objectives
- Proactiveness and the willingness to request guidance as needed

If you have experience as a Robogals chapter executive, you likely will have learnt the skills required for the role. However, Robogals experience is not required to undertake this role and we welcome applications from all backgrounds.

Application Process

Applicants for this position will be reviewed based on their passion for the organisational goals and ability to meet the required skills and role responsibilities.

To apply please email Emily Lok (current Regional Executive Officer, Robogals Asia Pacific) at emily.lok@robogals.org with the following:

- A cover letter demonstrating 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 and reviewed on a rolling basis and will close at 11 pm AEST Saturday 10th of September 2022.

For more information regarding the role or organisation, please contact Emily Lok (current Regional Executive Officer, Robogals Asia Pacific) at emily.lok@robogals.org.

Role Details

Job Title:	Robogals Asia Pacific Initiatives Director
Reports To:	Robogals Asia Pacific Regional Executive Officer
Direct Reports:	A team of 4 – 6 people
Employment Basis:	Part-time, volunteer role (Approximately 5 – 10 hours per week).
Start Date:	September 2022 (negotiable)
Term:	A minimum of 2 years
Location:	Anywhere with a strong internet connection in the APAC region