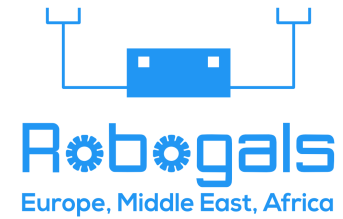


# Deputy Regional Executive Officer

## Robogals Europe, Middle East & Africa (EMEA)



### 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 125,000 girls around the world. Find out more at [www.robogals.org](http://www.robogals.org).

### The Role

Robogals is seeking an individual to join our team as the EMEA Deputy Regional Executive Officer. The primary purpose of the dREO position is to support the Regional Executive Officer (REO) in managing the EMEA 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.

### Responsibilities

The dREO reports to the EMEA REO and is responsible for:

- Work with members of the Global leadership 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 EMEA newsletter, and cross team communication.
- Working on projects for the Robogals 2025 Strategy.

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

## Skills Required

The successful candidate should possess:

- 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 EMEA 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 Muneeba Islam (Regional Executive Officer, Robogals EMEA) on [muneeba@robogals.org](mailto:muneeba@robogals.org) with the following:

- Cover letter which details your passion towards the Robogals mission, why you are interested in this role, and why you would be successful in this role (max 1 page).
- 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 until the position is filled. Applicants will be invited for an interview after the application has been received.

Please don't hesitate to address all questions to Muneeba Islam (REO, Robogals EMEA).

<b>Job Title:</b>	Deputy Regional Executive Officer, Robogals EMEA
<b>Reports To:</b>	Regional Executive Officer, Robogals EMEA
<b>Employment Basis:</b>	Casual, volunteer role (approx. 8 -10 hours per week on average)
<b>Term:</b>	Term of 2 years, with flexibility
<b>Start Date:</b>	Immediate Start
<b>Location:</b>	Anywhere with a strong internet connection within Europe, Middle East, and Africa region