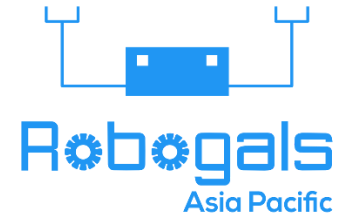


Operations Support Officer

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 interactive educational initiatives aimed at girls in primary and secondary school. Since inception in 2008, Robogals has inspired over 100,000 girls globally.

The Role

We are seeking a motivated individual to take on the position of **Operations Support Officer, Robogals Asia Pacific**. The Operations Support Officer supports the effective functioning of APAC by maintaining and organising internal resources, documentation, and systems used by chapters and regional teams.

In this role, you will help keep chapter profiles, templates, and operational materials accurate, consistent, and easy to access. You will work with the Chapter Information Officer to support the creation and maintenance of chapter profiles, focusing on organising and updating them. You will also work with the Chapter Support Team, chapter executives, and alumni to ensure resources and information remain relevant. A key part of the role is managing the Robogals Chapter Knowledge Drive (RCKD), making sure it is well organised and easy for chapters to use and contribute to.

The successful candidate will be proactive, detail-oriented, and able to work independently in a remote team environment, while sharing and upholding the values of Robogals.

Please note this is a voluntary role.

Responsibilities

- Maintaining and updating operational documentation across APAC.
- Managing the Robogals Chapter Knowledge Drive (RCKD), ensuring resources are organised, accurate, and accessible.
- Ensuring consistency of templates, trackers, and operational documents across chapters.
- Working with the Chapter Information Officer to support the creation and maintenance of chapter profiles.
- Collaborating with chapter executives, alumni, and the Chapter Support Team to ensure information and resources are up to date.
- Identifying and resolving gaps, inconsistencies, or outdated materials in the RCKD and other systems.

Although a voluntary position, the successful candidate will have opportunities to gain project management skills through implementing new initiatives, network with

industry, and the opportunity to attend the Robogals APAC annual volunteer conference.

Skills Required

The successful candidate will require:

- Strong organisation and attention to detail
- Ability to manage shared resource systems (e.g. RCKD)
- Clear and professional communication skills
- Ability to work independently in a remote team environment
- Proactive, improvement-focused mindset
- Past experience as a chapter executive/volunteer/committee member

Application Process

To apply please email Noelle Espino, Deputy Regional Executive Officer noelle.espino@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 AEDT Friday the 31st of July 2026.**

Role Details

Job Title:	Operations Support Officer, Robogals Asia Pacific Initiatives Team
Reports To:	Initiatives Director, Robogals Asia Pacific
Employment Basis:	Casual, volunteer role (Approximately 2 – 4 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 and availability for weeknight meetings from 7-9 PM AEST