

Role Description – Project Manager

EWB-Robogals-Engage Joint Initiative

Overview

The Project Manager is responsible for scoping, planning, and delivering a project supported and funded by the three key stakeholders, EWB, Robogals, and Engage. They will be working closely with representatives from each of the key stakeholders to scope, design, plan, and execute an initiative in 2016. They will also be involved in recruiting your team, as well as managing aspects of the project such as your team, budget, and schedule.

This is a fantastic opportunity for a young person who understands and aligns with the goals of EWB, Robogals, and Engage to be resourced and funded to pursue a significant and largely self-driven project. You will have the chance to coordinate with three not for profits to pull through a project of benefit to the community and the engineering discipline. We are looking for a young individual who takes initiative to learn and act, can both lead and work in a team, and has some experience organising events.

For more information about the project, see the document “Project Introduction”.

Core Responsibilities

This role is estimated to require an average commitment of 5hrs a week.

- Scoping and designing the initiative
 - Understanding the needs of the stakeholders and target group
 - Designing a feasible yet ambitious initiative that effectively works towards the aims of the three key stakeholders
- Planning the project
 - Creating suitable budgets and schedules
 - Designing a team structure
- Managing the project
 - Track budget and schedule
 - Recruit and manage team to deliver the initiative
- Deliver a high quality initiative, on time and within budget
- Report team activities and progress towards goals to key stakeholders
- Commit to development of personal skills and advancing the cause of EWB, Robogals, and Engage

Remuneration

While this is not a paid role, we believe the successful applicant will gain many benefits. This role provides the opportunity to develop skills in the areas of:

- Designing and planning a project

- Managing and reporting on budget, schedule, and progress towards goals
- Leading a team to achieve a significant project
- Managing the needs of diverse stakeholders
- Network with local non-profits, community groups, and companies (depending on project)

Interested in the positions?

The person filling this role would ideally have:

- A strong passion for the work of EWB, Robogals, and Engage
- Be organised and results-focussed, comfortable working at both the strategic and operational levels
- Hold high standards of work quality, and be able to motivate their team to also hold these standards
- Some experience in running an event or managing a team to complete a project
- Be willing and able to put 5-8hrs a week volunteering