

# VOLUNTEER OPPORTUNITY

## WELLINGTON MODEL WESTMINSTER PARLIAMENT 2018

Applications close on **Friday 19th January at 7pm.**

### About the event and roles:

UN Youth is looking for committed tertiary students to take on a key role in organising our newest exciting conference for 2018: Wellington Model Westminster Parliament.

Model Westminster Parliament follows Wellington region's tradition of opening up new avenues of civics education to students of our greater region. High School students will simulate the inner workings of Westminster to debate contentious issues that affect society. Namely working through the passage of law from bill to statute.

Volunteers will learn important organisational skills through this committee, including working within budgets, managing relationships with external parties and creating educational content and strategies. These skills transfer well both in terms of further volunteer work and professional development.

### Positions available:

Coordinator, Communications Officer, Logistics Officer, Educational Officer

Report to: Wellington Regional Vice President for High Schools

Length of Tenure: January 2018 - May 2018

Note that these are unpaid roles. The UN Youth Wellington Regional Council reserves the right to reopen applications, and to appoint positions that may vary from those mentioned above, as well as to refrain from appointing one or more of these roles.

Role	Descriptions:
Coordinator	<ul style="list-style-type: none"><li>● Provides vision and leadership to the organising committee</li><li>● Responsible for liaising between the committee and the UN Youth Wellington Regional Council</li><li>● Is mindful and respectful towards committee and Regional Council</li><li>● Communicates effectively with Regional Council</li><li>● Responsible for securing the venue and dates for the event</li><li>● Produces a budget (in conjunction with the Logistics Officer) for Regional Council approval</li><li>● Organises strategic planning and meetings with the organising committee</li><li>● Creates a timeline for task deadlines</li><li>● Is consistent and reliable</li><li>● Responsible for the oversight of participant applications</li></ul>

	<ul style="list-style-type: none"> <li>● Main point of contact on the day of the event.</li> </ul>
Communications Officer	<ul style="list-style-type: none"> <li>● Produces a promotion plan for the event</li> <li>● Creates delegate materials such as a delegate handbook</li> <li>● Creates promotional materials such as posters and flyers</li> <li>● Responsible for liaising with Regional Secretary for set up of Facebook event</li> <li>● Answers delegate and teacher queries</li> <li>● Responsible for registrations</li> <li>● Secures guest speakers</li> <li>● Invoicing if required</li> </ul>
Logistics Officer	<ul style="list-style-type: none"> <li>● Provides catering plan for the event</li> <li>● Prints materials such as placards and amendment forms</li> <li>● Works in conjunction with the Coordinator to create a budget</li> <li>● Works in conjunction with the Coordinator and National Relations officer to seek potential sponsors</li> <li>● Directs conference assistants during the day for set up</li> <li>● Other practical tasks</li> </ul>
Educations Officer	<ul style="list-style-type: none"> <li>● Creating/formalising an educational theme for the event, in conjunction with the Coordinator</li> <li>● Creating and overseeing educational content for the event, including resolutions, workshops and briefing papers, with assistance from the Assistant Coordinator</li> <li>● Working with the Communications Officer to secure speakers</li> <li>● Working through educational content with conference assistants</li> <li>● Other education-related tasks</li> </ul>
<i>Qualities essential to all roles</i>	<ul style="list-style-type: none"> <li>● Excellent time management and keeping to deadlines</li> <li>● Good teamwork and is respectful of team members</li> <li>● Confident and effective communicator</li> <li>● Is trustworthy and reliable</li> <li>● Willingness to learn and adapt</li> <li>● Prior UN Youth experience is advantageous but not essential.</li> </ul>

Please note the above role descriptions are not exhaustive; they provide a basic outline of some tasks completed by that portfolio. Upon selection, the committee may reallocate some tasks within portfolios. The Coordinator or Regional Council may assign any further tasks that arise during the tenure of the event committee.

**Application Process:**

Applications are due **Friday 19th January at 7pm** - please upload your completed cover letter to the opportunities page for this event on our website!

A completed application must consist of personal details and cover letter (not exceeding two typed pages). Selections will be conducted by the Wellington Regional President, and Vice Presidents, and approved by a vote on the Council. The Coordinator will be confirmed before the rest of the committee.

Should you have any questions, or wish to seek further information, please do not hesitate to contact Amarind Hun Eng, Wellington Regional President, at [amarind.eng@unyouth.org.nz](mailto:amarind.eng@unyouth.org.nz)

**Personal Details:**

Full name:

Preferred name:

Age:

Year of study:

Course of study/majors:

University/institution:

Email address:

Mobile number:

Address:

Preferred role(s) - you may pick more than one: Coordinator / Communications / Logistics / Educations

Do you have a driver's license and access to a vehicle?

[Note, this is not essential. Vehicle access is beneficial, and it can help us to make appointments if at least one member of the committee has a vehicle. However, your application will not be hindered if the answer is no]

**Cover Letter:**

Please provide a cover letter of no more than two typed pages with answers to the following questions:

1. Why are you interested in this role?
2. What relevant skills can you bring to the role, and how have you demonstrated these in the past?
3. What do you feel is the biggest challenge facing younger voters in elections?
4. *Only answer if applying for coordinator:* What is your vision for the event, and how would you ensure the committee works together effectively to achieve it?