

GLOBALISATION TOUR 2019 DIRECTOR APPLICATION

Role:

- Globalisation Tour Director(s) (2 - 3 positions. Note that the exact leadership structure of the tour is flexible and is something applicants are asked to propose).

Application Process:

- Written applications must be submitted via the UN Youth website [online application form](#).
- Following this, shortlisted applicants may be required to attend interviews conducted by at least two members of the National Executive of UN Youth New Zealand.
- Either two or three directors will be appointed from the pool of applicants, depending on the level of interest received and the leadership structure proposed by applicants.

The National Executive reserves the right to reopen applications at its discretion.

The final selection will be made by the National Executive. However, we may seek external advice if we feel doing so would be in the best interests of the Tour.

Requirements:

- Cover letter of no more than 3000 words in total answering the following questions:
 - What is your vision for the Tour? Specifically, what cities do you envisage the Tour visiting? What meetings and activities (including any conferences) are involved in your vision? (Please note these logistical details are very flexible and not necessarily determinative).
 - What are the educational outcomes of the Tour? What value will the Tour offer to the delegation?
 - What would be your preferred leadership structure for the Tour (e.g. two Co-Directors or one Director and two Assistant Directors)?
 - When would you propose the Tour to be, and with what number of delegates participating?
 - With reference to specific roles and experiences, what skills would you bring to the Directing team that you think are important for the successful running of the Tour? If Co-Directors were to be appointed, what skills would your other Co-Director need to complement your own skillset?
 - What do you think would be the greatest challenges in the organisation of the Tour and how would you deal with these challenges?
- Curriculum vitae of no more than two pages;
- A completed police check consent form (only fill in pages 2 and 3 – [click to download](#));
- Photo ID; and
- Personal details ([see the online application form](#)).

Please contact us if you encounter any problems completing the requirements. No extra documentation will be considered apart from that outlined above.

As per the Protocols of UN Youth New Zealand, whether an applicant holds another position as a Volunteer within UN Youth New Zealand will be taken into account during selections and may be determinative in not appointing that applicant.

Deadline:

- Director applications are due **11.59pm, Monday 5 March 2018**
- Late applications will not be considered.

If you have any questions related to Globalisation Tour 2019 or the application process, please contact the UN Youth National President, Bokyong Mun (president@unyouth.org.nz) or the UN Youth National Volunteers Officer, Madi Hughes (volunteers@unyouth.org.nz).

ABOUT THE GLOBALISATION TOUR

The Globalisation Tour is a once in a lifetime opportunity to meet important players in trade and international affairs in Asia.

The Tour will be run for the first time in 2019. Between 10-20 New Zealand University students will be selected by UN Youth New Zealand as young ambassadors to embark on an exploration of trade and international relations in East/Southeast Asia. You could be leading them!

The delegation will be staffed by Directors who are responsible for the planning and execution of every aspect of the study tour, as well as pastoral care of the delegation while travelling.

As this Tour will be run for the first time, there are a number of variables that will need to be determined by Directors. These include:

- Vision for the event overall
- Educational value and outcomes
- Proposed dates of the Tour
- Delegation size
- Leadership structure
- Possible itinerary

ITINERARY

The structure of the event is very flexible. The itinerary will predominantly be up to the Tour Director(s), with approval from the National Executive. While the Tour is limited to East/Southeast Asia, Directors will have a say in deciding which cities in particular are included.

The Tour is intended to be approximately three to four weeks long and can take place at a time in 2019 of the Directors' choosing, in consultation with the National Executive. Ideally, the Tour should take place when tertiary institutions around the country have overlapping breaks.

The Directors may wish to attend a conference while in Asia and this may influence the date of the Tour. Further, as this is a study tour, the Directors will need to organise a number of relevant meetings for the Tour. These meetings will enable the delegation to learn more about the world of trade and international relations and may also provide invaluable research for any relevant conference preparation, while showing just how many different career paths exist in these fields. There is, of course, time to visit important historical and cultural sites, engage with UN Youth alumni, and form close friendships with the inspirational young leaders that form the delegation.

If selected as a Director, you will be expected to propose an itinerary to the National Executive for their feedback and approval before commencing any substantive organisation.

PLANNING WEEKEND

Ideally, the Tour would include a planning weekend before the Tour. This will be a residential event, taking place on a weekend around 2 months prior to departure on the Tour. This planning weekend would be compulsory for all participants to attend in its entirety. This is used to organise Tour logistics, training, educational workshops and delegation bonding.

WHO SHOULD APPLY?

We encourage applications from people who demonstrate exceptional ability in the following areas:

- **Passion:** Someone with a genuine interest youth development and global affairs.
- **Leadership:** A leader who thrives in a team environment and has pastoral care experience.
- **Proactive:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The Director will be involved in liaising with a large number of stakeholders.
- **Organisational Skills:** Someone with the ability to organise a complex event with a significant itinerary and involving multiple participants.

While UN Youth experience, either as an attendee or a Volunteer will be very beneficial, no such experience will not necessarily be detrimental to your application.

ELIGIBILITY

You must be:

- No longer attending secondary school (at the time of applying);
- No older than 25 years old;
- A New Zealand permanent resident or citizen, and reside within New Zealand;
- Available for the duration of the Tour, which will be between three to four weeks at some tertiary institution holiday within 2019.

WHY APPLY?

Being a Globalisation Tour Director will be a unique experience as well as an amazing development opportunity. If you have the skills we are looking for, we highly encourage you to apply! More specifically, below are five key reasons why you should apply:

Professional Development

Through this involvement with UN Youth, you will gain skills and experience that will benefit you no matter what your course of study is or future career goals are. You will be supported in this role and gain a lot from the expertise of other Volunteers you will work with.

Community

The friends and social networks that Volunteers gain by being a part of UN Youth are a big part of what brings many people back. This role is a great opportunity to meet new, like-minded people or otherwise continue working with some of the incredible people you already know!

Rewarding

The role will be a great deal of work, but it is also very rewarding. You will have the opportunity to implement new initiatives, work with awesome people, and form great memories doing so.

Service

If you have participated in UN Youth events in the past, you will know just how educational and transformative they can be. This role is a fantastic way to give back to the organisation and even if you have not been involved in UN Youth before, it is a way to contribute to the wider community through direct youth development.

Challenge

Organising an international delegation is no small task. This role is a very unique and significant undertaking that will test the limits of what you are capable of – perfect for someone looking to extend or challenge themselves.

ROLES AND RESPONSIBILITIES

The role of Director is an incredible opportunity for a young leader who already has strong organisational and communication skills, and wishes to develop them further through leading an international delegation with UN Youth New Zealand.

Directors are responsible for the organisation and implementation of every aspect of the Tour, from promotions and selections, flights and accommodation, group leisure activities, organising the itinerary and study tour meetings, delegate welfare, and the important task of training and preparation for any conferences included in the Tour.

The division of tasks can be decided between the Directors and, if relevant, Assistant Directors, themselves.

Costs

The Director role is partially subsidised by UN Youth from delegation funds. The fee that a Director will need to pay personally will depend on the Tour's budget. This fee is likely to be between \$1500 - \$2000 NZD. This would cover all flights, accommodation and group activities. Directors can also budget for and claim certain administrative expenses incurred for the purpose of their role.

Term

The Director role will involve a commitment from appointment to the completion of the final post-tour report. This final report is typically presented at National Council following the the Tour, a quarterly meeting typically held on a weekend. It is also expected that by this time the Tour finances will be wound up, which includes submitting all relevant financial documentation and following up on any outstanding invoices.

Tikanga Māori

Here at UN Youth we think it's important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We would encourage you to browse our Tikanga Policy before applying and consider how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

Responsibilities of the organising committee

As further guidance, the responsibilities of the organising committee as a whole are broken down below:

Leadership

Directors are expected to demonstrate leadership in context of both the tour and UN Youth more generally. Travelling for a month with 10-20 people will require the group to bond and work well together, and Directors should be aware of their responsibilities to do everything they can to ensure this happens. As a part of this, Directors may choose to organise a planning weekend to bring the delegation together.

Administration

Quarterly reporting to the UN Youth National Council (the organisation's highest representative policy-making body) will be expected of Directors, as well as a post-tour report outlining successes, challenges and recommendations. Directors will also need to ensure good record-keeping and communication with the delegates during the selection process and the preparation leading up to departure.

Design

Our brand is very important to us, and it will be the responsibility of the director to ensure all promotional material and external-facing communications are appropriately branded. Most of our design work is completed through Canva, an online graphic design platform.

Education

Education represents the very purpose of UN Youth. The Directors will be responsible for organising meetings with external stakeholders and preparing the delegates for the Tour, including any conferences attended.

Equity & Diversity

As an international trip, the Globalisation Tour will be a significant financial undertaking. The director needs to keep in mind the responsibility UN Youth has to ensure that our events are as accessible as possible and that the composition of the delegation is somewhat reflective of New Zealand society. This will require the director to seek sponsorship on behalf of the delegation as well as support their delegates in their own endeavours to fund the Tour.

Finance

Directors will be responsible for preparing a comprehensive budget to present to the National Executive. They will also need to keep track of spending and receipts/financial documentation while on the Tour to ensure UN Youth remains compliant with our audit requirements.

Logistics

There will be a significant number of logistical details to organise, including the itinerary, international travel and shuttle transfers, group insurance, accommodation, delegation dinners, and group activities.

Relations

The Tour relies heavily on external relationships with UN Youth Alumni and the various organisations with whom the delegation meets. Directors will need to be professional in liaising with officials, including from the New Zealand and other international governments and ensure that they represent UN Youth well in maintaining these relationships.

Social Media & Marketing

Directors will need to be aware of how the event is represented to students and how the opportunities are communicated. The Tour may blog and document the Tour with photos or videos.

Welfare

Particularly on an international Tour, the welfare of the participants is paramount. Directors will need to consider physical and mental welfare at every stage of the planning process to ensure that all the participants are well cared for and safe during the Tour.

The team will also benefit from the support of a National Executive member as their event liaison.

Further Information

If you would like more information about the Globalisation Tour or the role, please contact the 2018 National President, Bokyong Mun (president@unyouth.org.nz) or 2018 National Volunteers Officer, Madi Hughes (madison.hughes@unyouth.org.nz).