

# NZ MODEL PARLIAMENT 2018 COORDINATOR APPLICATION PACK

## Role:

- NZ Model Parliament 2018 Coordinator.

## 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.
- A Coordinator will then be appointed from the pool of 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 event.

## Requirements:

- Cover letter of no more than 1200 words in total answering the following questions:
  - Why do you think you are a good candidate for NZ Model Parliament Coordinator? Please detail relevant skills and experiences you may have, especially any team management, leadership, project management and previous UN Youth experience.
  - What do you see as the value of NZ Model Parliament and what is your vision for the event?
  - What are the main challenges you think would arise in coordinating NZ Model Parliament and how would you overcome them?
- 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 (for the purpose of the police check); 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:

- Applications for Coordinator are due **11.59pm, Monday 26 February 2018**.
- Late applications will not be considered.

If you have any questions related to NZ Model Parliament 2018 or the application process, please contact the UN Youth National President, Bokyoung Mun ([president@unyouth.org.nz](mailto:president@unyouth.org.nz)) or the UN Youth National Volunteers Officer, Madi Hughes ([volunteers@unyouth.org.nz](mailto:volunteers@unyouth.org.nz)).

# ABOUT NZ MODEL PARLIAMENT

This is the first time UN Youth New Zealand will run a Model Parliament as a National event. We envision the conference will offer thrilling debate, engaging guest speakers and a whole host of other activities guaranteed to prove an educational and exciting experience.

The conference will be held in Christchurch for secondary school students. The size, duration and timing of the conference will be up to the Organising Committee.

This conference will give students the opportunity to learn about the New Zealand Parliamentary system by taking on the role of a Member of Parliament. It is envisaged that while the conference will be structured as a Model Parliament, the organising committee will need to ensure that the educational focus and value of the conference, and the experiences provided will be distinguishable from other similar conferences.

## WHO SHOULD APPLY?

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

- **Passion:** Someone with a genuine interest youth development.
- **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 Coordinator 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 event, which will likely be in September 2018.

# WHY APPLY?

Being the NZ Model Parliament Coordinator is an amazing opportunity for a number of reasons, some of which are detailed below:

## Professional Development

Through this involvement with UN Youth, you will gain skills and experiences 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 great deal from the expertise of other Volunteers you will work with.

## Community

The friends and social networks that Volunteers gain from 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 a National conference is no small task. This role is a very unique and significant undertaking that will test the limits of what you're capable of – perfect for someone looking to extend or challenge themselves.

# ROLES AND RESPONSIBILITIES

## ABOUT THE ROLE

As Coordinator you will manage all aspects of the conference. In particular, you will be responsible for the work programme and collaborate closely with the National Executive and your organising committee to ensure the conference is successful and consistent with UN Youth's aims and objectives. Other significant aspects include the financial management and reporting of the event in conjunction with National Finance Officer, and pursuing sponsorship for the conference. Ultimately, you are responsible for the management of the organising committee and the implementation your vision as the Coordinator. This will require strong leadership and people management skills.

## Term

The Coordinator role will involve a commitment from appointment to the completion of the final post-conference report. This final report will likely be presented at February National Council, which is held on a weekend during mid-February in Dunedin. It is also expected that by this time the event finances will be wound up, which includes submitting all relevant financial documentation and following up on any outstanding invoices.

## RESPONSIBILITIES OF THE ORGANISING COMMITTEE

As further guidance, the responsibilities of the organising committee as a whole is broken down below. Led by the Coordinator, the organising committee will likely comprise five to six other volunteers who will be allocated portfolios that align with one or more of the following areas.

### Administration

Quarterly reporting to the UN Youth National Council (the organisation's highest representative policy-making body) will be expected of the Coordinator, as well as a post-event report outlining successes, challenges and recommendations. The organising committee will also need to ensure good record-keeping and communication with the participants during the registration process and the conference itself.

### Design

Our brand is very important to us, and it will be the responsibility of the organising committee 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, but some more advanced design work may also be required for NZ Model Parliament.

### Education

Education represents the very purpose of UN Youth. The organising committee will be responsible for producing high quality educational content for NZ Model Parliament and ensuring the event is an enriching educational experience for all participants.

### Equity & Diversity

The organising committee 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 participants is

somewhat reflective of New Zealand society. This means ensuring the event is both financially accessible and welcoming to rangatahi of all backgrounds.

## **Finance**

The organising committee, and the Coordinator specifically, 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 during their term to ensure UN Youth remains compliant with our audit requirements.

## **Logistics**

There will be a significant number of logistical details to organise, including booking the venue, catering, lanyards and other merchandise, conference assistant training day, and the logistics at the conference itself.

## **Relations**

Managing external parties will be very important in terms of special guests (especially from various diplomatic corps), sponsorship and exploring other funding opportunities for the conference. There will be a significant amount of liaising between the organising committee and other stakeholders, such as schools, as well.

## **Social Media & Marketing**

The organising committee will need to be aware of how the event is represented to students and promote it as widely and effectively as possible so it remains accessible and relevant.

## **Volunteers**

The organising committee will need to be supported by a team of volunteers (conference assistants) for the duration of the actual conference. It will be the committee's responsibility to select, train, and manage them. There is also a conference assistant training day the day before the conference that will need to be planned out and organised.

## **Welfare**

For a physical conference, the welfare of all participants is paramount. The organising committee will need to consider physical and mental welfare throughout the planning process to ensure that everyone involved is well cared for and safe during the conference.

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 NZ Model Parliament or the role, please contact the 2018 National President, Bokyoung Mun ([bokyoung.mun@unyouth.org.nz](mailto:bokyoung.mun@unyouth.org.nz)) 2018 National Volunteers Officer, Madi Hughes ([madison.hughes@unyouth.org.nz](mailto:madison.hughes@unyouth.org.nz)).