

# UN YOUTH OTAGO REGION 2018: HIGH SCHOOL AMBASSADOR PROGRAMME

Becoming a UN Youth High School Ambassador is a great way to get involved with the organisation as well as develop your personal and professional skills. It is also a position that means you are a representative of UN Youth NZ, so we hope that upon applying you're ready to commit time to helping the organisation function at its best! The following contains the Job description and Code of Conduct. Application questions can be found as a form on the main application page. Any high school student is welcome to apply, but only 2 ambassadors will be chosen from each school. The cutoff date for applications is **March 31st**, and applicants will be notified through email whether or not their application was successful.

## JOB DESCRIPTION:

- A High School Ambassador for UN Youth in the Otago Region is expected to:
- Develop a relationship with the relevant department (Geography, English, Social Studies for example) teacher or staff member at your school to inform them about UN Youth and its educational programme, and keep them updated on events happening in Otago and throughout New Zealand.
- Assist in promoting UN Youth events through school newsletters, speeches at assemblies, posters, etc.
- Facilitate peers attendance at UN Youth events (through assisting with applications, helping inform teachers, for example).
- Liaise with the UN Youth Otago Regional Council in regards to your activities.
- Help assist in recruiting the successive Ambassador.

## CODE OF CONDUCT:

In their schools, Ambassadors occupy a role between a delegate and an office holder. As their behaviour reflects directly on UN Youth and has the potential to determine the organisation's reputation within their school and community, Ambassadors have a responsibility to act consistently in the appropriate manner. Ambassadors will represent UN Youth to the best of their ability, upholding the values of the organisation, both embodying and protecting the brand and reputation of UN Youth. Upon signing this Code of Conduct, a student is making a commitment to a year-long term as an Ambassador and to upholding the code below.

## HONESTY AND INTEGRITY

Ambassadors are committed and loyal to the vision, values and goals of UN Youth New Zealand. They inspire trust and behave honestly, ethically and with integrity.

- Ambassadors avoid any activities that may bring UN Youth New Zealand into disrepute, or damage the relationship of trust and confidence between UN Youth New Zealand and your school, its teachers, our delegates/participants, and their parents.
- Ambassadors take responsibility for their own actions and decisions.

## **LOYALTY, GOOD FAITH, AND PROFESSIONALISM**

Ambassadors have a duty of trust. They are committed to carrying out faithfully the duties and obligations of their role for in an efficient, competent and loyal manner, and avoid behaviour that might impair their effectiveness.

- Ambassadors act professionally at all times and are aware of the impact of their behaviour and decisions.
- Ambassadors will endeavour to conduct their communications as professionally as possible.
- Ambassadors will not disclose any confidential information about delegates or other staff members, to any person outside of their team of officeholders (Regional Council or Event Committee) and UN Youth New Zealand National Executive.

## **RESPECT FOR PEOPLE**

All Ambassadors understand that their role will put them in direct contact with people from a diverse range of backgrounds, including different ethnicities, nationalities, and religions. It is therefore imperative that they treat all people with dignity and respect.

- Ambassadors are fair and just in carrying out their duties, irrespective of their personal beliefs, values and philosophies.
- Ambassadors avoid discriminating behaviour or language.

## **RIGHTS AND RESPONSIBILITIES**

- High School Ambassadors will be of no greater status than other delegates at high school events. Ambassadors are not to use their role to position themselves higher than fellow students or expect special treatment from office holders
- Ambassadors will work within the rules of their school in order to develop the best relationship possible between their college and UN Youth. For example, following the rules of where posters can be placed, when it is appropriate to leave class, etc.
- Ambassadors will inform and promote opportunities with UN Youth to all the appropriate students at their school, and not neglect or discriminate any group or individual student for any reason.
- Ambassadors can expect regular support and communication from their Regional Council, especially the VP High Schools. Likewise, the Ambassador is to regularly liaise with the VP High Schools and maintain a dialogue between UN Youth and their high school.
- Ambassadors can expect to be treated with equal respect to any other office holder in the organisation.

Should the Regional Council have reason to suspect that an Ambassador has committed a serious breach of the Code of Conduct, it may immediately remove him/her from his/her obligations pending an investigation. The Regional Council reserves the right to dismiss an Ambassador from their role if the breach is found to be true. Should an Ambassador commit a minor breach of this Code of Conduct, the Ambassador will have the opportunity for a discussion with the Regional Council to explain the circumstances of the breach and continue in their role.