

OTAGO-SOUTHLAND YOUTH FORUM COMMITTEE APPLICATION PACK

ABOUT YOUTH FORUM

Youth Forum is a civics education event that intends to empower young people and equip them with the skills to speak about issues important to them and be active citizens. In this election year, Youth Forum is a chance for young people in Otago and Southland to have their voices heard.

Over the two day event students will come up with a 'Declaration' of their views on issues in Otago and New Zealand that will be passed onto local policy-makers, businesses and charities. We really want this year's event to be workshop heavy and hands-on to equip students with the skills to be heard in their communities.

WHY JOIN THE COMMITTEE

Organising a conference is a chance to put your studies, ideas and passions into practice, and develop new (and very employable) skills. But, organising a UN Youth conference is more than just a boost to the CV. If you're looking for unforgettable experiences and to meet new people while giving back to your community — apply for Youth Forum 2018!

ABOUT UN YOUTH OTAGO

UN Youth New Zealand is one of New Zealand's largest by-youth-for-youth educational charities. We inspire global citizens by providing conferences, workshops and speaker events to engage young people with international relations and civics.

QUALITIES WE ARE SEEKING:

- Teamwork
- Effective time management
- Organisation and event management
- Confident communicator
- Motivated and proactive learner
- Passion for the work of UN Youth

COMMITTEE ROLES

Coordinator

- Responsible for vision and overall development of the conference
- Communicates proactively with committee members to ensure all tasks are completed by set deadlines
- Liaises with Otago Regional Council
- Manages financial accounts for conference through Xero and works on seeking out sponsorship for the conference

Educations Officer

- Pinpoints educational goals and desired educational value for participants

- Creates relevant educational materials, such as workshops

Logistics Officer

- Supports Coordinator in executing the budget and finding sponsorship
- Creates and sends invoices using Xero
- Responsible for logistical tasks such as catering, printing, arranging venues
- Plan timetable of conference

Communications Officer

- Use UN Youth design platform, Canva, to create promotional material for the conference
- Promotes the conference to high school and university students, by email and on social media platforms
- Use UN Youth Snapchat during the event!

Registrations Officer

- Manages delegate and conference assistant registrations
- First line of communication with delegates and conference assistants
- Arranges speakers

Please note: these roles and tasks can adapt depending on the strengths of your team!

HOW TO APPLY

Please apply at the UN Youth website [online application form](#).

- Please upload a short cover letter and CV

Applications close **Wednesday 9 May at 11.59pm**.

Please answer the following questions in your cover letter of no longer than 2 pages:

- Committee role(s) you'd like to be considered for
- What skills and experiences can you bring to the role(s) that you applied for?

Your application will be considered by the Otago Regional Council. UN Youth Otago reserves the right to reopen or extend applications at any time.

Please note, these roles can be demanding. You will be provided with support and resources from the Otago Regional Council and the rest of your committee, but if you are selected for a role we hope and expect for you to get behind the event and fulfil the responsibilities of your portfolio with enthusiasm and in the spirit of good faith and cooperation!

If there are any questions, please email josh.meikle@unyouth.org.nz