

US LEADERSHIP TOUR 2019 CO-DIRECTOR APPLICATION

Role:

- US Leadership Tour 2019 Co-Director (2 positions)

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 selection panel (see below).
- Two Co-Directors 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, who are the selection panel for this position. However, we may seek external advice if we feel doing so would be in the best interests of the Tour.

Requirements:

1. Cover letter of no more than 2500 words total answering the following questions:
 - a. What do you see as the value of US Leadership Tour and how do you intend to maximise this, as well as furthering the development of the trip itself? What is your vision for the event?
 - b. Why do you think you are a good candidate for US Leadership Tour Co-Director? Please detail relevant skills and experiences, specifically including any pastoral care experience, prior travel, team management and leadership experience.
 - c. What do you think would be the greatest challenges in the organisation of the Tour and how would you deal with these challenges?
2. Curriculum vitae of no more than two pages;
3. A completed police check consent form (only fill in pages 2 and 3 – [click to download](#));
4. Photo ID; and
5. 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 Co-Director are due **11.59pm, Sunday 6 May 2018**.
- Late applications will not be considered.

If you have any questions related to US Leadership 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 US LEADERSHIP TOUR

The US Leadership Tour is a once in a lifetime opportunity to meet important players in international affairs and compete in the world's largest, oldest, and most prestigious Model United Nations conference – the Harvard National Model UN held in Boston, Massachusetts.

The study tour is in its fifth year. In February 2019, fourteen New Zealand University students, selected by UN Youth New Zealand as young ambassadors for their universities and their country, will embark on a political and historical tour of the United States of America. You could be leading them!

The delegation will be staffed by two Co-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.

ITINERARY

During the study tour, the delegation meets with a variety of key players in the world of international diplomacy. These meetings enable you to learn more about specific global issues and also provide invaluable research for conference preparation, while showing you just how many different career paths exist in these fields. There is, of course, time to visit important historical and cultural sites in each city, engage with UN Youth alumni, and form close friendships with the inspirational young leaders that form the delegation.

Typically, the trip begins in San Francisco, where the delegation gets to know each other and take in the unique sights of the Bay City. The next stop is the political capital of Washington DC, one of the hubs of global affairs. Here the delegation is expected to meet again with a diverse range of influential organisations such as the US State Department, the World Bank, the NZ Embassy, Human Rights Watch and Georgetown University. The time in Washington DC may also include visits to Capitol Hill, the US Supreme Court, as well as the Smithsonian Institution and National Mall.

Next, the delegation heads to the beautiful city of Boston to compete at the Harvard National Model UN. This is an intense four days of debating, lobbying, public speaking and resolution writing, working with students from all over the world as you simulate the workings of the different bodies of the United Nations.

The delegation then continues to New York City, touring the UN Headquarters in Manhattan and experiencing all that the cultural capital of America has to offer. There are more fascinating study tour meetings at Columbia University and the New Zealand Permanent Mission, for example. On the way back to Auckland there is typically a stop-over in Honolulu, Hawaii for some much needed relaxation!

PLANNING WEEKEND

The Tour includes a three-day planning weekend before the trip. This will be a residential event, taking place on a weekend in late November 2018. This planning weekend is compulsory for all participants to attend in its entirety. This is used to organise trip logistics, training, educational workshops and delegation bonding.

WHO SHOULD APPLY?

We encourage applications from people who demonstrate exceptional ability in the following four 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.
- **Communication:** The Co-Directors 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.

Furthermore, it would be extremely beneficial to have UN Youth experience, in terms of having attended or volunteered for UN Youth events in the past.

ELIGIBILITY

There are some specific criteria to be eligible for the US Leadership Tour Co-Director position. You must be:

- A New Zealand Citizen or Permanent Resident with a current passport;
- At least 21 years old when the delegation departs New Zealand in early February 2019;
- Available for:
 - The entire month of February;
 - A planning weekend with the delegation in late November/early December; and
- Have no criminal convictions.

WHY APPLY?

Being a US Leadership Tour Co-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. It will be a significant boost to your CV and you will 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!

Fun

A role such as this will be a great deal of work, but it can also be fun! You will have the opportunity to undertake subsidised travel overseas, work with awesome people and form memories for a lifetime.

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 contribute to the wider community through direct youth development.

Challenge

Organising an international delegation is no small task. This role is really something that is significant and special – perfect for someone looking to extend or challenge themselves.

ROLES AND RESPONSIBILITIES

ABOUT THE ROLE

The role of Co-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.

The Tour has two Co-Directors who are responsible for the organisation and implementation of every aspect of the study tour, from promotions and selections, flights and accommodation, group leisure activities, organising the itinerary and study tour meetings and providing pastoral care for tertiary-aged delegates.

It is the Co-Directors' role to create and execute a vision for the tour. The Co-Directors' vision should consider both their ideas and aspirations for the US Leadership Tour 2019 and how the year's trip will contribute to the long-term development of the US Leadership Tour. This vision will inform the wider organisation and support the educational value of the Tour. Key tasks as part of this will include selection of meetings to visit, and the important task of training and preparation for the Harvard National Model UN conference itself

The Co-Directors will also be required to work closely with the UN Youth New Zealand National Executive to devise an appropriate vision, itinerary and budget for the trip. The Co-Directors will also be responsible for writing reports on their progress and attending National Council several times throughout their term.

Costs

The Co-Directors' fees are partially subsidised by UN Youth from delegation funds. The fee that each Co-Director will need to pay personally will be between 2,250–2,750 NZD , depending on the cost of the delegate fee and the overall budget for the trip. This would cover all flights, accommodation, and group activities. The Co-Directors can also budget for and claim certain administrative expenses incurred for the purpose of their role. Each Co-Directors will also be expected to pay a \$500 bond that must be paid and will be refunded upon the conclusion of the trip and the submission of a complete final report at April National Council 2019.

UN Youth understand that the Co-Director fee is not something small, and are happy to be flexible about payment options. In the past, Co-Directors have also been able to receive sponsorship to cover the whole fee. From 2018 onwards, the Co-Director fee will be calculated as a proportion of the delegate fee.

Commitment

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

The time commitment that can be expected for the role is 15–20 hours a week, with the work required ramping up significantly in the months leading up to the trip. Co-Directors have the discretion to distribute their workload around their own commitments, so there is no set time requirement per week, provided that all required tasks are completed within deadlines. However, on the trip itself, this position is essentially a 24/7 commitment. Both Co-Directors will need to be prepared for early mornings, full days and very late nights for the duration of the trip. Due to the nature of the role, Co-Directors can expect to be operating in high stress situations

and will need to be adaptable - many things can happen, so Co-Directors need to be prepared to miss meetings to care for sick delegates, push through late nights and be constantly positive even when things are tough. That being said, the role is incredibly rewarding and unlike any other.

Co-Directors must sign a Code of Conduct, and ensure that their behaviour is consistent with this document and the Welfare Protocols of UN Youth at all times.

RESPONSIBILITIES

The division of tasks can be decided between the Co-Directors. An overview of the responsibilities include:

Leadership

The Co-Directors are expected to demonstrate leadership in context of both the Tour and UN Youth more generally. Travelling for a month with 16 people will require the group to bond and work well together, the Co-Directors should be aware of their responsibilities to do everything they can to ensure this happens. As a part of this, the Co-Directors will organise a planning weekend in Wellington in November to bring the delegation together.

Administration

Quarterly reporting the UN Youth National Council will be expected of the Co-Directors, as well as a post-trip report outlining the trip's successes, challenges and failures. The Co-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 Co-Directors 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

The primary purpose of the trip is to be a study tour. As such, the Co-Directors will need to ensure that they focus on the educational purpose of each stop. Co-Directors will need to organise meetings, substantive preparation for tour meetings, the delegate's preparation for Harvard National Model UN and any other content for the trip.

Equity & Diversity

As is intrinsic to overseas trips, it will be a significant financial undertaking for delegates. The Co-Directors need 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 Co-Directors to seek sponsorship on behalf of the delegation as well as support their delegates in their own endeavours to fund the trip.

Finance

The Co-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 trip to ensure UN Youth remains compliant with our audit requirements.

Logistics

This will include the itinerary and particulars of the trip, international travel and shuttle transfers, domestic travel in the United States (trains, flights), group insurance, accommodation for each city, delegation dinners, group activities, and the planning weekend.

Relations

The trip relies heavily on external relationships with UN Youth Alumni and the various organisation with whom the delegation meets. Co-Directors will need to be professional in liaising with officials, including from the NZ and US Government and ensure that they represent UN Youth well in maintaining these relationships.

Social Media & Marketing

US Leadership Tour is one of UN Youth's highest profile events and the Co-Directors will need to be aware of how the event is represented to students and how the opportunities are communicated. The Tour usually blogs and documents the trip with photos or videos.

Welfare

Particularly on an international trip, the welfare of the participants is paramount. The Co-Directors will need to consider physical and mental welfare at every stage of the planning process to ensure all participants are well cared for and safe during the trip. While travelling, the Co-Directors will be required to provide pastoral care in a professional manner, ensuring that the delegation is supported physically, mentally and emotionally. The trip is fast-paced and demanding for both delegates and Co-Directors, but the Directorship must prioritise delegate wellbeing at all times.

The successful Co-Directors will have a comprehensive handover from the previous Co-Directors, including access to the 2018 resources which may serve as templates and a basis for the organisation of the different aspects of 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 US Leadership Tour or the role, please contact the 2018 Co-Directors, Victoria Brownlee and Penelope Jones (usleadershiptour@unyouth.org.nz), or the UN Youth National President, Bokyong Mun (bokyong.mun@unyouth.org.nz).