

AOTEAROA YOUTH DECLARATION 2019 COORDINATOR APPLICATION PACK

Role:

- Aotearoa Youth Declaration 2019 Coordinator.

Application Process:

- Written applications must be submitted via the UN Youth website [online application form](#).
- Following this, shortlisted applicants may be required to undergo 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.

If the National Executive receives an insufficient number of applicants or does not receive applications of a sufficient quality, we reserve the right to extend or reopen applications for this role.

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 Competition.

Requirements:

- Cover letter (answering the questions below) of no more than 1,500 words in total;
 - Why do you think you are a good candidate for Aotearoa Youth Declaration 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 Aotearoa Youth Declaration and what is your vision for the event?
 - What challenges do you think would arise in coordinating Aotearoa Youth Declaration 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](#)); and
- 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:

- Applications for Coordinator are due **11.59pm, Sunday 17 June**
- Late applications will not be considered

If you have any questions related to Aotearoa Youth Declaration 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 AOTEAROA YOUTH DECLARATION

Aotearoa Youth Declaration is UN Youth's flagship civics education conference. The conference aims to equip participating students with a deeper understanding of their place within the community and the ways they can actively contribute to it. To achieve this, students are guided by facilitators in small groups, each centered around a different policy area. Over four days they participate in a number of workshops, visit various businesses and organisations, and hear from industry experts to engage further with issues in each policy area. The students then develop policy recommendations on the issues and areas most important to them, and these are brought together in the Youth Declaration – a document that represents the youth voice.

You can find an online version of the Youth Declaration 2017 [here](#).

More broadly, Aotearoa Youth Declaration is also about introducing young people to new experiences, new people and new opportunities. The event is not just for enthusiastic debaters or youth council members, but rather is for all young people from every corner of society. The conference helps students find the issues they are passionate about, and show them how they can express that passion through advocacy, volunteering or general community involvement. It is important to empower young New Zealanders to become conscientious citizens, aware of the influence of their voice upon the direction of the country. By challenging participants to tackle our country's biggest social, economic, and cultural issues the conference provides young New Zealanders with the motivation to create positive change in the future.

WHO SHOULD APPLY?

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

- **Passion:** Someone with a genuine interest in youth development and civic education.
- **Leadership:** A leader who thrives in a team environment.
- **Communication:** The Coordinator will be involved in liaising with a large number of stakeholders.
- **Organisation:** Someone with the capacity to organise a complex event over an extended timeframe and involving hundreds of participants.

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

ELIGIBILITY

- You must be no longer attending secondary school and no older than 25 years old.
- Have no criminal convictions

WHY APPLY?

Being the Aotearoa Youth Declaration 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 four-day conference for over 250 people 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 is typically presented at July National Council, which is held on a weekend during early July in Wellington. 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 typically comprises five 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 is also required for Aotearoa Youth Declaration.

Education

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

Equity & Diversity

A large conference such as this is a significant financial undertaking for participants. Ensuring adequate representation of all youth is especially important for Aotearoa Youth Declaration and

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 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

Aotearoa Youth Declaration is one of UN Youth's highest profile events. As such, 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 for the duration of the actual conference. It will be the committee's responsibility to select, train, and manage these volunteers.

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 organising committee will have a comprehensive handover from the previous organising committee, including access to the 2018 conference's resources and report. 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 Aotearoa Youth Declaration or the role, please contact the UN Youth National President, Bokyoung Mun (bokyoung.mun@unyouth.org.nz), or the 2018 Aotearoa Youth Declaration Coordinator, Victoria Rhodes-Carlin (victoria.rhodes-carlin@unyouth.org.nz).