

DIPLOMACY COMPETITION 2019

COORDINATOR

Role:

- Diplomacy Competition 2019 Coordinator

Application Process:

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

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 Competition.

Requirements:

- Cover letter no more than 1,200 words in total answering the following questions:
 - Why do you think you are a good candidate for Diplomacy Competition Coordinator? Please detail relevant skills and experiences, specifically including any team management, leadership, project management and previous Model UN/UN Youth experience.
 - What do you see as the value of Diplomacy Competition and what is your vision for the event?
 - What are the main challenges you think would arise in organising Diplomacy Competition 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](#));
 - Note, you do not need to submit this form yourself, we will do that for you.
- Personal details (see the [online application form](#));
- Photo ID.

Please contact us if you encounter any problems completing the requirements.

No extra documentation will be considered apart from those outlined above. Please do not attempt to include any additional materials.

As per the Protocols of UN Youth New Zealand (rule 42.4), 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 the Coordinator are due **11.59pm, Sunday 30 September**.
- Late applications will not be considered.

If you have any questions related to Diplomacy Competition 2019 or the application process, please contact the Diplomacy Competition 2018 Coordinator, Logan Glasson (logan.glasson@unyouth.org.nz) or the UN Youth National President, Bokyong Mun (bokyong.mun@unyouth.org.nz).

ABOUT DIPLOMACY COMPETITION

The Diplomacy Competition is an online Model UN, run throughout the year in four rounds. It aims to develop a different skillset from our typical Model UN conferences, and allows for continued engagement throughout the year. The competition is open to all students in New Zealand in teams of 3 – 4 from the same school. Best of all, it's entirely free!

The Competition takes place over four rounds, each divided into phases. Each Team is randomly assigned a country and given a Briefing paper and Resolution on a particular topic. They will use these resources to research and produce a Position Paper, as well as to amend the Resolution. Afterwards, they will have the opportunity to read other Teams' Position Papers, comment on them, and then revise your own Position Paper. Both external facilitators and other teams will mark each Position Paper.

The Diplomacy Competition piloted a tertiary round in 2017 and again in 2018, both of which were successful. It is expected that future Organising Committees continue growing Diplomacy Competition in this way.

Overall, the Diplomacy Competition has large scope for creativity and innovation, and is a perfect opportunity to test-drive new and forward thinking initiatives for UN Youth.

Visit the [UN Youth website](#) or the [Competition website](#) for more information!

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.
- **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 over an extended timeframe and involving hundreds participants.

Furthermore, UN Youth experience, either as an attendee or a volunteer, is beneficial but not essential.

ELIGIBILITY

You must be no longer attending secondary school (at the time of applying) and no older than 25 years old. You must also be a New Zealand permanent resident or citizen, and reside within New Zealand.

WHY APPLY?

Being the Diplomacy Competition Coordinator 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 and some reasons 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 Diplomacy Competition 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 competition and implement your vision. In particular, you will be responsible for the work programme and collaborate closely with the National Executive and your organising committee to ensure the competition 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 the National Finance Officer, and pursuing sponsorship/funding for the competition.

Term

The Coordinator role will involve a commitment from appointment to the end of the 2019 calendar year, when it is expected that your final report will be completed and the event finances have been wound up.

Tikanga Māori Policy

Here at UN Youth we think it's important to incorporate Tikanga Māori principles into our operations as a way of cultivating a more equitable and inclusive environment for tangata whenua. We would encourage you to browse our Tikanga Policy before applying and consider how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

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 2–4 other volunteers who will be allocated portfolios covering a number 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 competition 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, as well as the competition website, are appropriately branded. A great deal of basic design work is completed through Canva, an online graphic design platform.

Education

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

Equity & Diversity

As a free competition and UN Youth's most accessible initiative, the organising committee is responsible for ensuring the event remains true to this purpose and reputation. Part of this involves reaching out to as many potential participants as possible and ensuring the educational content is accessible.

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

Despite being an online initiative, there are still some logistical considerations. These include organising prizes, certificates, and trophies for competition winners and markers.

Relations

Managing external parties will be very important in terms of exploring sponsorship or other funding opportunities to ensure the competition is financially sustainable. There will be a significant amount of liaising between the organising committee and participating schools as well.

Social Media & Marketing

Diplomacy Competition attracts hundreds of students every year through a sustained marketing and promotions strategy, focusing on liaising with schools/teachers and social media/digital engagement. Promoting the event as widely and effectively as possible is also important in ensuring the event remains accessible and relevant.

Volunteers

The organising committee will need to be supported by a team of Facilitators for the duration of the competition. It will be the committee's responsibility to recruit, train, and manage these Facilitators.

Welfare

As an online initiative, the welfare of all participants and Facilitators is paramount in terms of ensuring there are appropriate complaints processes and all involved conduct themselves appropriately.

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 Diplomacy Competition or the role, please contact the 2018 Coordinator, Logan Glasson (logan.glasson@unyouth.org.nz) or the UN Youth National President, Bokyong Mun (bokyong.mun@unyouth.org.nz).