

PACIFIC PROJECT 2019 ASSISTANT DIRECTOR

Role

- Pacific Project 2019 Assistant Director (2 positions)

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 the Pacific Project 2019 Director and one member of the National Executive of UN Youth New Zealand.
- Two Assistant Directors will then be appointed from the pool of applicants.
 - NB: Joint applications will not be considered.

The National Executive reserves the right to reopen applications at its discretion.

The final selection will be made by the National Executive and the Pacific Project 2019 Director. However, we may seek external advice if we feel doing so would be in the best interests of the trip.

Requirements:

- Cover letter (answering the questions below), of no more than 1,200 words in total:
 - Why do you think you would make a good candidate for the position of Pacific Project Assistant Director? Please detail relevant skills and experiences you may have, especially any pastoral care experience, prior travel, team management and leadership experience.
 - What do you see as the value of Pacific Project and how do you intend to maximise this?
 - What do you think would be the main challenges in organising the trip and how would you overcome these challenges?
- 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.
- 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 those 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:

- Written applications for Assistant Director are due **11.59pm, Sunday 7 October**.
- Late applications will not be considered.

If you have any questions related to Pacific Project 2019 or the application process, please contact the 2018 Pacific Project Director, Grace Stephens (grace.stephens@unyouth.org.nz), or the UN Youth National President, Bokyoung Mun (bokyoung.mun@unyouth.org.nz).

ABOUT PACIFIC PROJECT

Pacific Project is an annual trip for high school students that educates participants on New Zealand's relationship with the Pacific. It combines a week at the prestigious UN Youth Australia National Conference with an educational study tour to the Pacific Islands, with previous destinations being Vanuatu or Samoa. Over the trip the delegates learn to critically appreciate the similarities and differences between their own lives and the lives of others. Ten high school students from around New Zealand will be chosen to participate.

NATIONAL CONFERENCE

National Conference brings together over 130 of the brightest and most engaged young people from across Australia and New Zealand for an incredible week of discussion, debate, and so much more. It is Australia's largest annual residential youth conference, and is consistently recognised by their government as Australia's premier conference for young people. In 2019, the conference will be in Melbourne.

During the conference delegates will represent a UN member state and engage with global issues from this perspective. Model United Nations is only a small part of National Conference; students will hear from a range of fascinating experts and participate in discussions, workshops and interactive problem solving scenarios. Over the course of the week, delegates will challenge their perspectives on the world.

For the Pacific Project directors, National Conference offers an opportunity to experience a conference unlike any available in New Zealand, gain and improve skills in facilitation, make friends with university students from across Australia, and watch their delegates benefit from everything National Conference has to offer.

THE PACIFIC ISLANDS (VANUATU)

This part of the project acts as a cultural exchange, learning opportunity, and chance for students to engage in locally driven volunteer activities. In past years, the delegation has stayed at a guesthouse in Pango Village, Vanuatu. Here they have spent evenings socialising with a local youth group, attended church on Sundays, and learned about local culture and village life. This leg of the trip is intended to be primarily a cultural exchange; applicants for Director should consider how to maximise this, and avoid volunteering that is incidental to tourism.

The Director Team will be responsible for creating an educational program for this part of the trip. In past years, this has involved working with the educational NGO Live and Learn to visit schools and kindergartens and help out with projects such as seedling delivery. Independently of this, the 2015 delegation helped to clear a section for a medical centre. The delegation has also tended to visit the New Zealand High Commission to learn about New Zealand's role in development in Vanuatu. There is wide scope for the 2019 Director to expand beyond this and work with a range of organisations in Vanuatu, or another destination chosen in consultation with the National Executive.

There will also be time on this section of the trip for relaxation, allowing for the delegation to enjoy a break alongside the cultural exchange elements of the trip.

WHO SHOULD APPLY?

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

- **Passion:** Someone with a genuine interest youth development and global affairs.
- **Teamwork:** A strong team player who has pastoral care experience.
- **Proactive:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The Director 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, 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);
- No older than 25 years old;
- A New Zealand permanent resident or citizen, and reside within New Zealand;
- Available for the duration of the trip, which is typically 2.5 weeks during the July school holidays.

WHY APPLY?

Being a Pacific Project Assistant 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 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 an international delegation 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

The primary role of the Assistant Directors is to assist the Director in organising and overseeing all aspects of the trip, including flights, accommodation, logistics, educational content, sponsorship, social media, delegation selection and bonding, communication with the National Conference Convenors and activities in Vanuatu. During National Conference, the Assistant Directors will fulfil the role of conference facilitators.

The Assistant Director roles are normally allocated between two broad areas of responsibility – Education and Logistics. The Education Assistant Director takes on the role of directing the educational content of the trip, and preparing workshops and information. The Logistics Assistant Director takes on the role of organising the trip Itinerary such as flights and accommodation.

Costs

The Assistant Director role is partially subsidised by UN Youth from delegation funds. The fee that an Assistant Director will need to pay personally will be between \$1,500–\$2,000 NZD. This would cover all flights, accommodation, majority of food and group activities. Assistant Directors can also budget for and claim certain administrative expenses incurred for the purpose of their role.

Term

The Assistant Director role will involve a commitment from appointment to the completion of the final post-trip report. This final report is typically presented by the Director at September National Council, which is held in Christchurch on a weekend during early September. 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.

Tikanga Māori

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 (Director and two Assistant Directors) are broken down below:

Leadership

The directors are expected to demonstrate leadership in context of both the trip and UN Youth more generally. Travelling overseas with 10 secondary school students will require the group to bond and work well together, and the directors should be aware of their responsibilities to do everything they can to ensure this happens.

Administration

Quarterly reporting the UN Youth National Council (the organisation's highest representative policy-making body) will be expected of the directors, as well as a post-trip report outlining successes, challenges and recommendations. The 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 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

Education represents the very purpose of UN Youth. The directors will be responsible for organising meetings with external stakeholders, preparing the delegates for the National Conference, and any other content in preparation for the trip.

Equity & Diversity

As an international trip, Pacific Project will be a significant financial undertaking. The 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.

Finance

The 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

There will be a significant number of logistical details to organise, including the itinerary, international travel and shuttle transfers, group insurance, accommodation, delegation dinners, and group activities.

Relations

External relationships are very important to international trips. Directors will need to be professional in liaising with all external stakeholders, including representatives from UN Youth Australia, Vanuatu, as well as the various vendors they will engage with.

Social Media & Marketing

Pacific Project is one of UN Youth's highest profile events and the directors will need to be aware of how the event is represented to students and how the opportunities are communicated. The trip usually blogs and documents the trip with photos or videos.

Welfare

Particularly on an international trip, the welfare of the delegates is paramount. The directors will need to consider physical and mental welfare at every stage of the planning process to ensure that all the participants are well cared for and safe during the trip.

The successful directors will have a comprehensive handover from the previous directors, including access to the 2018 resources which may serve as templates and a basis for the organisation of the different aspects of trip. 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 Pacific Project or the role, please contact the 2018 Director, Grace Stephens (grace.stephens@unyouth.org.nz), or the UN Youth National President, Bokyong Mun (bokyong.mun@unyouth.org.nz).

For further information on UN Youth Australia's National Conference, you can also visit their website: <https://unyouth.org.au/event/national-conference/>