

AOTEAROA YOUTH DECLARATION REGIONAL DELEGATION DIRECTORS 2019

WHAT IS THE REGIONAL DELEGATION?

While Aotearoa Youth Declaration is based in Auckland, youth throughout New Zealand attend and contribute to the conference and the resulting document. We understand that traveling across the country alone and staying in Auckland will no doubt be a daunting experience for many. That's where the regional delegation program steps in: it provides a supportive environment where participants feel at ease and at their best throughout their stay in Auckland, not just at the conference. That includes taking care of accommodation, transport, as well as all forms of support, whether it be emotional, spiritual, social, or physical.

WHO ARE WE LOOKING FOR?

We're looking for individuals with a great deal of maturity and responsibility, as well as excellent communication, teamwork, and leadership skills. Directors must be comfortable with and adept at dealing with stressful situations involving their delegation as well as any relevant external groups. Having a current first-aid certificate is also a big plus. While experience is taken into account, embodying and demonstrating the aforementioned factors is so much more important for succeeding in this challenging yet rewarding role. Directors will be in charge of a team of volunteers, so experience in leading a team would also be greatly valued.

WHAT THE ROLE INVOLVES:

The 2018 Regional Delegation Co-Directors (RD CD) will lead the Regional Delegation volunteers and participants. They will create a safe and inclusive environment for students whilst they attend Aotearoa Youth Declaration. The CDs will need to be strict but fun, diligent and adaptable.

The role involves organising suitable accommodation, coordinating airport transfers, taking students to and from the event, organising meals and activities for students, whilst leading a team of volunteers. You will work directly with Victoria (Coordinator) and Julia (Registrations Officer) and will be involved in the selection processes of the RD volunteers. As we plan on increasing participant numbers from 70 to 120, we will require two separate venues and appropriate volunteers for both venues.

This role will begin once appointed (around October). The workload on the 2018 side will be planning, confirming accommodation, and managing the budget. The workload will increase in early 2019 as applications for RD volunteers will open, applicants interviewed, and selected. During the conference is an intense period, but with appropriate planning and a well-functioning team the delegation will be a smooth and fun time! After the conference, April to May, will involve ensuring all receipts have been uploaded, budget management, and tidying up post-conference arrangements. The Directors will be required to write a detailed report after the conference for July National Council.

RESPONSIBILITIES:

This is an overview of the responsibilities and jobs you will undertake in your role. In working together you will decide, plan and create a number of things that will be discussed and approved by the Youth Dec committee.

- Choosing accommodation options
 - Contacting, booking and confirming venue - likely - YHA
 - Try and get entire group on one or two floors
 - Clarify with venue our needs and safety
- Creating a budget
 - Cost of accommodation - quotes - flexibility around room numbers and types based on gender/accessibility
 - Food costs - breakfasts, dinners, snacks - will need quotes
 - Any transport costs
 - Shuttles from airport
 - Emergency travel
- Managing budget
 - You will need a plan for payments, financial management and uploading receipts during the event
- Welfare plan - volunteers and participants - working with NX (Madi)
 - This will have to be extremely detailed - please read past reports and contact past volunteers for suggestions
 - We would like to train one person in Mental Health First aid (included in budget)
- Contingency/emergency plan
 - Based on venue and types of participants/volunteers
- Runsheet/timetable
 - Delegate volunteer roles/rosters
- Involved in RD volunteer selection - interviews (RD CD + Julia).
 - Working with Julia for volunteer recruitment - specifically engage with organisations that have youth volunteers for similar trips/stays
- Plan - Fun activities!
- Volunteer training and support
 - How will you train your volunteers, create a close knit team?
 - What training do they need? What support do they need prior to the conference, during and after?
 - Volunteer welfare plan
- Relationships
 - How can you best support participants during their time at the conference?

EXPECTATIONS:

Committee of you:

We hope that you will work well together, to be organised, prepared and always thinking one step ahead. We will appreciate quick responses, updates, and good communication. Above all else, we want you to have fun and create a fun programme for students and volunteers!

You of the committee:

That you will be supported by Victoria (Coordinator) and Julia (Registrations Officer) throughout the entire process. We will provide help and guidance if required but allow you the freedom to make appropriate decisions also.

APPLICATION:

Please answer the following questions as a cover sheet:

As a director, you will be responsible for the wellbeing of a group of rangatahi both within and out of the conference. Tell us about any past experiences that will help you succeed in this role. (200 words or less)

Each regional delegation is led by 2 co-directors. You will be working closely with your co-director over the next few months. Tell us about your past experience working in a team. (200 words or less)

We all face stress in our lives. As a regional delegation director, you will face plenty of stressful situations. How do you deal with stress? (200 words or less)

At Aotearoa Youth Declaration, we hold safety and welfare paramount. Nevertheless, participants should always enjoy their time at the conference. How will you prioritise between safety and fun? (200 words or less)

Do you hold a current first aid certificate?

If there's anything else you would like us to know, feel free to include them.

Any questions can be sent to the Registrations Officer, Julia at julia.caulfield@unyouth.org.nz