

GLOBAL DEVELOPMENT TOUR 2020

ASSISTANT DIRECTOR APPLICATION

Role:

- Global Development Tour 2020 Assistant Director

Application Process:

- Applications submitted via the website form before the deadline.
- Following this, shortlisted applicants may be required to attend interviews conducted by at least two members of the selection panel (see below).
- Three 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, in consultation with the Global Development Tour 2020 Director. However, we may seek further external advice if we feel doing so would be in the best interests of the Tour.

Requirements:

- Cover letter of no more than 1500 words total answering the following questions:
 - What do you see as the value of Global Development Tour and how do you intend to maximise this?
 - Why do you think you are a good candidate for Global Development Tour Assistant Director? Please detail relevant skills and experiences, specifically including any pastoral care experience, prior travel, team management and leadership experience.
 - What do you think would be the greatest challenge in the organisation of the tour and how would you deal with 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](#));
- 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:

- Assistant Director applications are due **11.59pm, 13th April 2019**.
- Late applications will not be considered.

If you have any questions related to Global Development Tour 2020 or the application process, please contact the UN Youth National President, Jayden van Leeuwen (president@unyouth.org.nz) or the UN Youth National Volunteers Officer, Lauren Watson (volunteers@unyouth.org.nz).

ABOUT GLOBAL DEVELOPMENT TOUR

The Global Development Tour is UN Youth New Zealand's international study tour for high school students. The trip is an amazing educational opportunity consisting of meetings, visits and tours with a variety of UN bodies, NGOs, and government agencies across Europe and New York.

The delegation is a selection of high-school leavers from all over New Zealand. Students on the tour possess excellence in academics, leadership, community service and co-curricular areas. They are brought together on the trip to pursue personal interests in the areas of youth engagement, policy making, the United Nations and global development. Furthermore, the delegation as a group works and prepares for the trip together – travelling with a diverse group of like-minded individuals, the Global Development Tour nurtures professional and interpersonal skills.

The tour is a continually developing initiative within UN Youth New Zealand – while the experience is consistent from year to year, each tour grows to work towards our goal of 'Inspiring Global Citizens' in its own way. For the upcoming tour, the directors will have the opportunity to create an educational theme and align the tour's cities, meetings and conference to this theme. In 2019, the Global Development Tour focused on strategy and implementation towards the United Nations 2030 Sustainable Development Agenda, and gave delegates the opportunity to meet and engage with key players in sustainable development.

The 2019 delegation travelled to New York, London, Paris, Berlin, Vienna, Rome, and Hong Kong. The delegation met with around 20 organisations including the UN Global Compact, New Zealand Trade and Enterprise, the IFHR, the Office of the UN High Commissioner for Refugees, Smart City Vienna and the World Food Programme. The tour also involved the delegation attending one of the most prestigious high school Model UN events in the United States - the Columbia Model United Nations Conference and Exposition at Columbia University in New York.

DECEMBER 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 early December 2019. This planning weekend is compulsory for all delegates and directors 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 Assistant 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 very 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 Global Development Tour Committee. You must be:

- A New Zealand Citizen or Permanent Resident with a current passport;
- Available for the entire month of January, as well as early February;
- A planning weekend with the delegation in early December; and
- Have no criminal convictions.

There is also a strong preference for applicants to be at least 21 years old when the delegation departs New Zealand in early January.

WHY APPLY?

Being a Global Development Tour 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! 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 primary role of the three Assistant Directors is to assist the Director in organising and overseeing all aspects of the trip, including flights, accommodation, logistics, educational content, sponsorship, delegation selection and bonding, and communication with various external parties, as well as the supervision and provision of pastoral care to the 22 delegates aged between 16-18 years of age.

The Assistant Directors may be allocated specific portfolios, which have been selected from Communications, Finance, Education, and Logistics in the past, but this is dependent on the skills and expertise of the applicants. The Finance portfolio focuses on obtaining sponsorship for the trip and helping delegates with the sponsorship plans and applications, as well as overseeing the budget and spending. The Education portfolio focuses on the educational content required for the trip and ensuring delegates are adequately prepared for any meetings or conferences they will attend, as well as organising the bulk of meetings on the Tour. The Logistics portfolio focuses on all details of the trip itinerary, including flights, ground transport, accommodation, group activities and food. The Communications portfolio focuses on the external relationships of the Tour, including liaising with parents, delegates, external stakeholders.

Costs

The Global Development Tour Assistant Director role is partially subsidised by UN Youth from delegation funds. The fee that an Assistant Director will need to pay personally is dictated by the delegate fee, with the Assistant Director fee calculated proportionally against it as per a set formula. It is expected that the Assistant Director fee will be between \$1700-\$1900, although this is ultimately subject to the delegate fee itself. For the 2019 Tour, the delegate fee was \$8000, giving an Assistant Director fee of \$1,829. This would cover all flights, accommodation, the majority of food and group activities. Assistant Directors can also budget for and claim certain administrative expenses incurred for the purpose of their role. The Director and the Assistant Directors are also required to pay a \$600 bond each 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 2020. If your application is successful, you will be invoiced for these costs in instalments.

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 Directorship at April National Council 2020, which is held during mid-April. 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.

Commitment

The time commitment that can be expected for the role is 7-15 hours a week, depending on the allocation of tasks and with the work required ramping up significantly in the months leading up to the trip. On the trip itself, this position is essentially a 24/7 commitment. All members of the directorship 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, directors can expect to be operating in high stress situations and will need to be adaptable - many things can happen, so 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.

RESPONSIBILITIES OF THE ORGANISING COMMITTEE

As further guidance, the responsibilities of the organising committee as a whole include:

Leadership

The organising committee is expected to demonstrate leadership in context of both the trip and UN Youth more generally. Travelling overseas with 22 secondary school students will require the group to bond and work well together, the directors are responsible for leading by example to lead by example and being constantly aware of how their actions affect the delegation.

Administration

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

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

Equity & Diversity

As is intrinsic to overseas trips, it 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

This will include the itinerary and particulars of the trip, international travel and shuttle transfers, group insurance, accommodation, delegation dinners, group activities, and the planning weekend.

Relations

External relationships are very important to trips of this nature. Directors will need to be professional in liaising with all external stakeholders, including representatives from overseas organisations, as well as the various vendors they will engage with.

Social Media & Marketing

Global Development Tour 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 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 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. It is important that applicants for this position seriously assess their suitability for this aspect of the role - it cannot be understated how important it is that the directorship can provide the necessary mental and physical care that will be required. This is a heavily welfare oriented role, and the provision of quality pastoral care will be one of the largest components of the tour itself.

The successful directorship will have a comprehensive handover from the previous directors, including access to the 2019 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 Global Development Tour or the role, please contact the 2019 Director, Mitchell Fraser (mitchell.fraser@unyouth.org.nz), or the UN Youth National President, Jayden van Leeuwen (president@unyouth.org.nz).