

GLOBALISATION TOUR 2020 CO-DIRECTOR APPLICATION

Role:

- Globalisation Tour 2020 Co-Director (2 positions)

Application Process:

- Written applications must be submitted via the UN Youth website online application form.
- Following this, shortlisted applicants may be required to attend interviews conducted by at least two members of the selection panel (see below).
- Two Co-Directors 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, 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 Tour.

Requirements:

1. Cover letter of no more than 1700 words total answering the following questions:
 - a. What do you see as the value of Globalisation Tour and how do you intend to maximise this, as well as furthering the development of the trip itself? What is your vision for the event?
 - b. Why do you think you are a good candidate for Globalisation Tour Co-Director? Please detail relevant skills and experiences, specifically including any pastoral care experience, prior travel, team management and leadership experience.
 - c. What do you think would be the greatest challenges in the organisation of the Tour and how would you deal with these challenges?
2. Curriculum vitae of no more than two pages;
3. A completed police check consent form (only fill in pages 2 and 3 – [click to download](#));
4. Photo ID; and
5. 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 Co-Director are due **11.59pm, 12th May 2019**.
- Late applications will not be considered.

If you have any questions related to the Globalisation 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 GLOBALISATION TOUR

The Globalisation Tour is UN Youth's newest study tour, and takes a group of young New Zealanders across Asia to explore trade, globalisation and international relations. It is a truly unique experience, and after the success of the inaugural Tour this year, UN Youth is excited to offer this opportunity once more.

The Tour's aim is for the delegation to gain first-hand insight into trade, economics and globalisation in the region and experience different Asian business cultures. This fits into the wider aim of UN Youth New Zealand, which is to provide opportunities for secondary and tertiary students to learn about, and become engaged with, contemporary issues impacting New Zealand and the wider international community. 12 New Zealand University students will be selected as young ambassadors to embark on this journey, and you could be leading them!

The delegation will be staffed by Co-Directors who are responsible for the planning and execution of every aspect of the study tour, as well as pastoral care of the delegation while travelling.

ITINERARY

Below is an outline of the 2019 Tour - but being a relatively new initiative, there is the opportunity for innovation!

The delegation began their tour in Singapore. The delegation visited the Gardens by the Bay and enjoyed meetings with the New Zealand High Commissioner, The Economist Intelligence Unit, and ANZ. The tour then progressed onto Jakarta, where there were meetings with various people at the New Zealand Embassy, including Pam Dunn the New Zealand Ambassador to ASEAN. Other highlights of Jakarta included the Indonesian Ministry of Foreign Affairs, the Indonesian Institute and the Istiqlal Mosque.

The next stop on the tour was Ho Chi Minh City, where the delegation visited the Saigon Tower as well as taking a tour of the Mekong Delta. The delegation also met with the Saigon Co.op. , the Founder of Global Ready LLC and NZTE. The delegation then visited China, including Guangzhou and Shanghai. In Guangzhou, there were meetings with ACG Education, NZTE, and various others at the New Zealand Consulate. In Shanghai the delegation had the pleasure of meeting with various other enterprise leaders, including United Media Solutions and PCNZ. Shanghai was a highlight for much of the delegation, given it included a visit to Disneyland!

Lastly, the delegation stopped in Tokyo, where they met with the NZ Embassy, representatives of Air NZ, the Australia New Zealand Chamber of Commerce and Mitsubishi Electric. The delegation also enjoyed visiting the Tsukiji Fish Market and The Borderless Art Museum.

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 late November 2019. This planning weekend is compulsory for all participants, and the Co-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.
- **Proactive:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The Co-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 extremely 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 Globalisation Tour Co-Director position. You must be:

- No longer attending secondary school (at the time of applying);
- Between 21 and 25 years old;
- A New Zealand permanent resident or citizen, and reside within New Zealand;
- Available for the duration of the Tour, which will be between three to four weeks in early 2020;
- Have no criminal convictions.

WHY APPLY?

Being a Globalisation Tour Co-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 role of Co-Director is an incredible opportunity for a young leader who already has strong organisational and communication skills, and wishes to develop them further through leading an international delegation with UN Youth New Zealand.

The Tour has two Co-Directors who are responsible for the organisation and implementation of every aspect of the study tour, from promotions and selections, flights and accommodation, group leisure activities, organising the itinerary and study tour meetings and providing pastoral care for tertiary-aged delegates.

It is the Co-Directors' role to create and execute a vision for the tour. The Co-Directors' vision should consider both their ideas and aspirations for the Globalisation Tour 2020 and how the year's trip will contribute to the long-term development of the Globalisation 2020 Tour. This vision will inform the wider organisation and support the educational value of the Tour.

The Co-Directors will also be required to work closely with the UN Youth New Zealand National Executive to devise an appropriate vision, itinerary and budget for the trip. The Co-Directors will also be responsible for writing reports on their progress and attending National Council several times throughout their term.

Costs

The Globalisation Tour Co-Director role is partially subsidised by UN Youth from delegation funds. The fee that an Co-Director will need to pay personally is dictated by the delegate fee, with the Co-Director fee calculated proportionally against it as per a set formula. It is expected that the Co-Director fee will be between \$1300-1600, although this is ultimately subject to the delegate fee itself. For the 2019 Tour, the delegate fee was \$6900, giving a Co-Director fee of \$1350. This would cover all flights, accommodation, the majority of food and group activities. Co-Directors can also budget for and claim certain administrative expenses incurred for the purpose of their role. The Co-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 (including complete finances) at April National Council 2020. If your application is successful, you will be invoiced for these costs in instalments.

UN Youth understands that the Co-Director fee is not something small, and are happy to be flexible about payment options. In the past, Co-Directors have also been able to receive sponsorship to cover the whole fee. As stated, the Co-Director fee will be calculated as a proportion of the delegate fee.

Commitment

The Co-Director role will involve a commitment from appointment to the completion of the final post-trip report. This final report is typically presented at April National Council, which is held on a weekend during mid-April in Auckland. 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.

The time commitment that can be expected for the role is 10-20 hours a week, with the work required ramping up significantly in the months leading up to the trip. Co-Directors have the discretion to distribute their workload around their own commitments, so there is no set time requirement per week, provided that all required tasks are completed within deadlines. However, on the trip itself, this position is essentially a 24/7 commitment. Both Co-Directors 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, Co-Directors can expect to be operating in high stress situations and will need to be adaptable - many things can happen, so Co-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.

Co-Directors must sign a Code of Conduct, and ensure that their behaviour is consistent with this document and the Welfare Protocols of UN Youth at all times.

RESPONSIBILITIES

The division of tasks can be decided between the Co-Directors. An overview of the responsibilities include:

Leadership

The Co-Directors are expected to demonstrate leadership in context of both the Tour and UN Youth more generally. Travelling for a month with 12 people will require the group to bond and work well together, the Co-Directors should be aware of their responsibilities to do everything they can to ensure this happens.

Administration

Quarterly reporting to the UN Youth National Council (the organisation's highest representative policy-making body) will be expected of Directors, as well as a post-tour report outlining successes, challenges and recommendations. 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 director 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 and preparing the delegates for the Tour, including any conferences attended.

Equity & Diversity

As an international trip, the Globalisation Tour will be a significant financial undertaking. The director needs 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. This will require the director to seek sponsorship on behalf of the delegation as well as support their delegates in their own endeavours to fund the Tour.

Finance

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 Tour to ensure UN Youth remains compliant with our audit requirements. The

Globalisation Tour requires a strong financial ability as a lot of cash is used in the countries that the tour visits.

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

The Tour relies heavily on external relationships with UN Youth Alumni and the various organisations with whom the delegation meets. Directors will need to be professional in liaising with officials, including from the New Zealand and other international governments and ensure that they represent UN Youth well in maintaining these relationships.

Social Media & Marketing

Directors will need to be aware of how the event is represented to students and how the opportunities are communicated. The Tour may blog and document the Tour with photos or videos.

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/>.

Welfare

Particularly on an international trip, the welfare of the participants is paramount. The Co-Directors will need to consider physical and mental welfare at every stage of the planning process to ensure all participants are well cared for and safe during the trip. While travelling, the Co-Directors will be required to provide pastoral care in a professional manner, ensuring that the delegation is supported physically, mentally and emotionally. The trip is fast-paced and demanding for both delegates and Co-Directors, but the Directorship must prioritise delegate wellbeing at all times.

The successful Co-Directors will have a comprehensive handover from the previous Co-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 Globalisation Tour, or the role, please contact the 2019 Co-Directors, Bokyong Mun and Jonah Tan (globalisationtour@unyouth.org.nz), or the UN Youth National President, Jayden van Leeuwen (president@unyouth.org.nz).