

# NEW ZEALAND MODEL UNITED NATIONS 2020 COORDINATOR APPLICATION PACK

## Role:

- NZ Model United Nations 2020 Coordinator.

## Application Process:

- Written applications must be submitted via the UN Youth website.
- 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.

If the National Executive receives an insufficient number of applicants or does not receive applications of a sufficient quality, we reserve the right to extend or reopen applications for this role.

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 conference.

## Requirements:

- Cover letter (answering the questions below) of no more than 1,500 words in total:
  - Why do you think you are a good candidate for NZ Model United Nations Coordinator? Please detail relevant skills and experiences you may have, especially any team management, leadership, project management and previous UN Youth experience.
  - What do you see as the value of NZ Model United Nations and what is your vision for the event?
  - What are the main challenges you think would arise in coordinating NZ Model United Nations 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](#));
  - Please note, you do not need to complete the check yourself, just fill in the form and we will do the rest
- Photo ID (for the purpose of the police check); and
- Personal details via the online application form.

## Deadline:

- Written applications due **11.59pm, Monday 19th August**.
- Late applications will not be considered.

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

# ABOUT NZ MODEL UN

NZ Model United Nations is the premier Model UN event on UN Youth's calendar, offering four days of thrilling debate, engaging guest speakers and a whole host of other events guaranteed to prove educational, exciting and, most importantly, fun.

Hosted at Victoria University in the heart of Wellington, NZ Model United Nations offers secondary school students the chance to interact with 260 other like-minded individuals on an equal playing field and to experience a little bit of life as a diplomat. NZ Model United Nations is a life-changing experience, giving everyone the chance to learn about the world around them while discussing relevant and serious topics in realistic and fast-paced committee sessions.

## WHO SHOULD APPLY?

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

- **Passion:** Someone with a genuine interest in 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 of 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

- You must be no longer attending secondary school and no older than 25 years old.
- Have no criminal convictions
- You must also be available for the duration of the conference, which is expected to be five days in early July (conference assistant training day followed by four days of conference). The conference is typically held during the cross-over period between the July school holidays and the Victoria University of Wellington mid-year break.

# WHY APPLY?

Being the NZ Model United Nations Coordinator is an amazing opportunity for a number of reasons, some of which 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 a four-day conference for over 260 secondary students (as well as over 60 conference assistants) 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 conference. In particular, you will be responsible for the work programme and collaborate closely with the National Executive and your organising committee to ensure the conference 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 National Finance Officer, and pursuing sponsorship for the conference. Ultimately, you are responsible for the management of the organising committee and the implementation of your vision as the Coordinator. This will require strong leadership and people management skills.

### Term

The Coordinator role will involve a commitment from appointment to the completion of the final post-conference report. This final report is typically presented at September National Council, which is held during late August/early September in Christchurch. It is also expected that by this time the event finances will be wound up, which includes submitting all relevant financial documentation and following up on any outstanding invoices.

## 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 six other volunteers who will be allocated portfolios that align with one or more 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 conference 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 are appropriately branded. Most of our design work is completed through Canva, an online graphic design platform, but some more advanced design work may also be required for NZ Model United Nations.

### Education

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

### Equity

The organising committee 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 participants is

somewhat reflective of New Zealand society. This means ensuring the event is both financially accessible and welcoming to rangatahi of all backgrounds.

## **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**

There will be a significant number of logistical details to organise, including booking the venue, catering, lanyards and other merchandise, conference assistant training day, and the logistics at the conference itself.

## **Relations**

Managing external parties will be very important in terms of special guests (especially from various diplomatic corps), sponsorship and exploring other funding opportunities for the conference. There will be a significant amount of liaising between the organising committee and other stakeholders, such as schools, as well.

## **Social Media & Marketing**

NZ Model United Nations is UN Youth's flagship Model UN conference and the leading Model UN conference in New Zealand by far. As such, the organising committee will need to be aware of how the event is represented to students and promote it as widely and effectively as possible so it remains accessible and relevant.

## **Volunteers**

The organising committee will need to be supported by a team of volunteers (conference assistants) for the duration of the actual conference. It will be the committee's responsibility to select, train, and manage them. There is also a conference assistant training day the day before the conference that will need to be planned out and organised.

## **Welfare**

For a physical conference, the welfare of all participants is paramount. The organising committee will need to consider physical and mental welfare throughout the planning process to ensure that everyone involved is well cared for and safe during the conference.

The organising committee will have a comprehensive handover from the previous organising committee, including access to the 2019 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 NZ Model United Nations or the role, please contact the 2019 Coordinator, Ishan Kokuklan ([ishan.kokuklan@unyouth.org.nz](mailto:ishan.kokuklan@unyouth.org.nz)), or the UN Youth National President, Jayden van Leeuwen ([president@unyouth.org.nz](mailto:president@unyouth.org.nz)).