

# NZ MODEL UN & NZ MODEL PARLIAMENT

## 2021 DUAL APPLICATION PACK - COORDINATOR

### DUAL APPLICATION PROCESS

For the first time, UN Youth New Zealand is running a dual application process for the New Zealand Model United Nations (NZMUN) 2021 and New Zealand Model Parliament (NZMP) 2021 Organising Committees. This means that you can apply for the committee of both NZMUN and NZMP simultaneously with one application. This means applicants will be able to be considered for both events without having to write out two lengthy applications.

If you have a preference for a particular event, you can indicate this on the online application form and write your application accordingly. You may wish to apply for both event committees but prefer one. Alternatively, you may wish to apply for one event committee only and not be considered for the other. All applicants' preferences will be taken into account during the application process.

**Note:** successful applicants will only be offered the position of Coordinator on **one** Organising Committee. It will be beneficial to indicate specific visions, experiences and skills that are relevant to each event.

### ABOUT NZMUN

NZMUN is UN Youth's premier Model United Nations event traditionally hosted annually at Victoria University of Wellington. NZMUN offers four days of thrilling debate, engaging speakers and many exciting activities including workshops, networking sessions and social evenings.

NZMUN provides 260 secondary school students with the chance to interact with like-minded rangatahi on an equal playing field and to experience a little bit of life as a diplomat. Students attend as delegates to discuss pressing global issues in fast-paced committee sessions. This is a life-changing experience for organisers, volunteers and delegates.

### ABOUT NZMP

NZMP is the youngest national event in UN Youth's calendar, first established in 2018. This makes it an epic opportunity for a Committee that wishes to be creative and make their mark on a newer format. Additionally, it means that there is a lot of support available to ensure the event runs smoothly and sustainably. Hosted annually in

Christchurch, NZMP is UN Youth's only South Island-based national event, giving it particular importance for engaging with youth of Te Waipounamu.

NZMP gives students the chance to learn about Aotearoa's Parliamentary system by giving them the opportunity to take on the role of a Member of Parliament. The Committee will be responsible for crafting a strong sense of legitimacy for the event, developing an educational programme that discusses critical national issues whilst liaising with Parliamentary guest speakers.

## **ABOUT THE ROLE**

The Coordinator is responsible for managing all aspects of the conference. Specifically, you will collaborate closely with the National Executive, implement your vision as the Coordinator and lead the organising committee. Leading the committee is a significant responsibility in that you will need to empower, manage and support your committee members in everything they need to do. You will need to set the work programme to ensure the conference is successful and consistent with UN Youth's objectives. Significantly, you will need to oversee the financial management of the conference, pursue sponsorship opportunities and report on the organising committee's progress.

The role requires strong leadership, collaboration and interpersonal skills. The level of commitment should not be underestimated.

### **TERM**

The Coordinator role will involve a commitment from appointment to the completion of final reporting after the conference. By this time, conference finances will need to be wound up. This includes submitting all relevant financial documentation, following up on outstanding invoices and seeking approval from the National Finance Officer.

# ORGANISING COMMITTEE RESPONSIBILITIES

As further guidance, the responsibilities of the organising committee is broken down below. Led by the Coordinator, the organising committee typically comprises six volunteers who are each allocated portfolios that align with one or more of the following areas.

## **Administration**

The organising committee will need to report back to the Board of Directors and National Executive outlining the conference's 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.

## **Education**

The primary purpose of the conference is to provide educational value to the participants. The organising committee will be responsible for producing high quality educational content for NZMUN and/or NZMP and ensuring the conference is an enriching educational experience for all participants.

## **Equity & Diversity**

Attending a conference is a significant financial undertaking for participants. The organising committee must keep in mind the responsibility UN Youth has to ensure that our opportunities are as accessible as possible to students. Additionally, promotion of the conference will be important in attracting youth from all backgrounds. Ensuring adequate representation of all youth in Aotearoa is especially important for NZMUN and NZMP.

## **Welfare**

The welfare of our participants is paramount. The participants must be well cared for and safe during the conference. The organising committee will need to consider the physical, emotional, mental and spiritual welfare of the participants at every stage of the planning process.

## **Finance**

The Coordinator and organising committee will be responsible for preparing a comprehensive budget to present to the National Executive. The organising committee will need to keep track of spending and retain all receipts/financial documentation on the conference to ensure UN Youth remains compliant with our audit requirements.

## **Logistics**

The organising committee will be responsible for making all logistical arrangements. This includes finalising venue booking, catering, lanyards, merchandise, training sessions and other logistical arrangements.

## **Relations**

Relationships with external organisations and individuals are very important to conferences of this nature. The organising committee will need to be professional in liaising with all external parties from representatives of organisations to industry experts to schools.

## **Design**

Our brand is very important to us. The organising committee will need to ensure all promotional material and external-facing communications are brand-compliant. A majority of our design work is completed on Canva, an online graphic-design platform. Additionally, more advanced design work is often required for NZMUN and NZMP.

## **Social Media & Marketing**

The conference is one of UN Youth's most high profile events and the organising committee will need to be aware of how the opportunity is represented to students. The organising committee may wish to document the conference using videography.

## **WHY SHOULD YOU APPLY?**

Being the Coordinator will be a unique experience and 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**

You will gain transferable skills that will benefit you no matter what your future goals are. The opportunity will boost your resume and you will gain a lot of expertise from the other volunteers you will work with.

### **Community**

The friends you make in our organisation are a big reason for people to come back again and again. This role is a great opportunity to meet new, like-minded and passionate people or work with your friends.

### **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 present your own ideas for the conference, 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 a national conference is no small task. This role is really something that is significant and special – perfect for someone looking to extend or challenge themselves.

## 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 collaborative 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.

Prior experience with UN Youth is beneficial, but not necessary.

## ELIGIBILITY

There are some specific criteria to be eligible for the NZMUN and NZMP Coordinator positions.

You must:

- Be able to fully commit to the expectations of the role;
- Be no longer attending secondary school and be no older than 25 years old; and
- Have no criminal convictions.

## TIKANGA MĀORI POLICY

Here at UN Youth, we believe it is 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 considering how you might want to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

## QUERIES

Questions about the role, application process or other queries can be directed to the 2020 National President, Mark Howard, ([mark.howard@unyouth.org.nz](mailto:mark.howard@unyouth.org.nz)) or the 2020 National Volunteers/Welfare Officer, Teresa Lee ([teresa.lee@unyouth.org.nz](mailto:teresa.lee@unyouth.org.nz)).

# HOW TO APPLY

## APPLICATION PROCESS

1. Submit your application via the website form before the deadline.
2. Shortlisted applicants will undergo interviews conducted by the 2020 National Executive.
3. The National Executive will bring a recommendation to the Appointments Committee of the UN Youth Board of Directors. The Appointments Committee will then appoint the Coordinator from the pool of applicants.
4. The Coordinator will be expected to help with the interviews and selection of the organising committee members.

Note that UN Youth reserves the right to reopen applications at its discretion. The Appointments Committee may seek external advice if they believe that doing so would be in the best interests of the organisation.

## REQUIREMENTS

- Personal details (see the online application form);
- Cover letter of no more than 1,300 words in total answering the following questions:
  - Why do you think you are a good candidate for the role of NZMUN and/or NZMP Coordinator? Please detail relevant skills and experiences you may have, especially any leadership, team management, event management and previous UN Youth experience.
  - What do you see as the value of NZMUN and/or NZMP? How do you intend to maximise this and further the development of the conference itself? What is your vision for the conference?
  - What are the greatest challenges in organising the conference(s) and how would you respond to these challenges?
- Curriculum vitae of no more than two pages;
- Completed police check consent form (only fill in pages 2 and 3 – [click to download](#)); and
- Photo ID (for the purpose of the police check).

No extra documentation will be considered besides what is outlined above. Applicants' other UN Youth positions will be taken into account during the selection process and may be determinate in not appointing applicants.

Please contact us if you have any issues completing the requirements.

## DEADLINE

- Applications are due on **Wednesday 7 October 11:59 PM**.
- Late applications will not be considered.