

2021 NATIONAL EXECUTIVE

Application Pack

The National Executive (NX) is a group of nine senior volunteers who are collectively and individually responsible for the day-to-day management of UN Youth. The NX is led by the National President, with the 2021 National President set to be elected at the National AGM on 29 November. The other positions available on the NX, and which the Board is seeking applications for are:

- National Communications Officer
- National Education Officer
- National Finance Officer
- National Information Officer
- National Māori and Pasifika Officer
- National Operations Officer
- National People Officer
- National Relations Officer

These other eight members of the NX are appointed by the Board of Directors, and together with the 2021 National President, will begin their term on 1 January 2021. Specific role descriptions are included below, but generally, the NX as a whole oversees the operations of the organisation across New Zealand - providing support and direction to all of UN Youth's regions, events and programmes in order to achieve the organisational purpose of inspiring global citizens.

Being on the NX is a major commitment, and should not be underestimated. The NX currently meets weekly, and individual NX members will have specific responsibilities to manage throughout the year. It is also expected that NX members attend at least a majority of UN Youth's national events, and National Development Hui throughout the year.

Specific workloads and workload distribution during the year vary between the different portfolios, and as such, it is strongly recommended that prospective applicants discuss the role(s) they are interested in with the current holder in order to fully understand the commitment. At a minimum, and as a general indication, NX members can expect to spend 10-15 hours per week performing tasks associated with their role, although this will vary at different points throughout the year.

WHO SHOULD APPLY?

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

- **Passion:** Someone with a genuine interest in youth development.
- **Commitment:** A member of the NX must be prepared to commit to the workload
- **Leadership:** Someone who thrives in a team environment, and able to provide effective leadership within their portfolio area.
- **Proactive:** Being able to take the initiative and adapt quickly to different situations.
- **Communication:** The NX will be involved in liaising with a large number of stakeholders.
- **Organisational Skills:** Someone with the ability to manage complex tasks that vary based on specific expectations.
- **Teamwork:** Someone who is able to work effectively in a diverse team, in a high-pressured context.

While UN Youth experience as a Volunteer (particularly as an Officer or Officeholder) will be very beneficial, lacking such experience will not outright exclude your application from being considered. We equally welcome applications from those who can provide insights from their leadership experience outside of UN Youth.

Eligibility

You must be:

- No longer enrolled at secondary school (at the time of applying);
- No older than 25 years old;
- A New Zealand permanent resident or citizen, and reside within New Zealand;
- Available and able to fully commit to the role for the duration of the term, which is 1 January - 31 December 2021.

ROLES AND RESPONSIBILITIES

AVAILABLE POSITIONS

<p>National Communications Officer Leads UN Youth's marketing and communications</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Maintains and improves UN Youth's brand, including design and document templates • Oversees UN Youth's social media and online presence, including the blog • Leads the overall promotion of UN Youth
<p>National Education Officer Leads our Education Strategy and oversees our educational programme</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Takes the lead on agreed strategic initiatives including digital delivery • Manages quality assurance of UN Youth's educational content • Supports the development and implementation of new education initiatives
<p>National Finance Officer Leads our financial management and supports our financial sustainability</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Provides regular financial reporting and forecasting to the National Executive and Board • Develops and maintain UN Youth's budgets, accounts and financial processes • Supports the work of UN Youth's auditors and accountants
<p>National Information Officer Leads our data and digital development to further UN Youth's goals, and supports the day-to-day administration of the organisation</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Manages UN Youth's website and registration forms • Coordinates the collation of data to inform our success measures • Supports the development of digital initiatives alongside the National Education Officer • Acts as UN Youth's Privacy Officer

<p>National Māori and Pasifika Officer Leads our Māori and Pasifika development strategy and provides a Māori and Pasifika perspective to NX decisions</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Leads our Māori and Pasifika development strategy • Oversees the development of initiatives to build greater Māori and Pasifika engagement • Oversees and supports Te Kawekawe (UN Youth's Māori and Pasifika Advisory Committee)
<p>National Operations Officer Oversees the operations of our national and international events and supports the development of our regions</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Provides support and oversight of UN Youth's national and international events • Along with the National President, the key NX point of contact for regional councils • Supports the National President in their strategic responsibilities
<p>National People Officer Oversees the hauora of volunteers and participants and leads volunteer recruitment, development and retention</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Oversees volunteer recruitment, development and retention • Develops strategies, policies and processes that support the health, safety and wellbeing of UN Youth members • Responsible for supporting alumni engagement
<p>National Relations Officer Leads and manages UN Youth's external engagement, including funding opportunities</p>	<p><u>Roles and responsibilities</u></p> <ul style="list-style-type: none"> • Oversees UN Youth's external relationships, including managing the Relationships Register • Seeks out strategic partnerships with like-minded stakeholders to better achieve UN Youth's objects; • Oversees and develops funding relationships within Aotearoa New Zealand and abroad; • Oversees and develops the national sponsorship strategy

TIKANGA MĀORI POLICY

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/>.

HOW TO APPLY

APPLICATION PROCESS

- Applications must be submitted to nxappointments@unyouth.org.nz by the deadline.
- Following this, shortlisted applicants will be required to undergo interviews conducted by the National Executive 2021 Selection Panel (composed of the Chair of the Board, a member of the Appointments Committee and the 2020 National President, with the Chair of the Finance, Risk and Audit Committee as an alternate).
 - Please note, these interviews will take place between **December 6th-13th**, and applicants **must be available for an interview during this period**.
- National Executive 2021 members will then be appointed by the Board from the pool of applicants.

The Board of Directors reserves the right to reopen applications at its discretion. The final selection will be made by the Board of Directors, on the recommendation of the Selection Panel. However, we may seek external advice if we feel doing so would be in the best interests of the organisation.

REQUIREMENTS

- Cover letter of no more than 750 words in total answering the following questions:
 - Why do you think you are a good candidate for the National Executive? Please detail relevant skills and experiences you may have, especially any team management, leadership, project management and previous UN Youth experience. **Please indicate the role(s) you wish to be considered for.**
 - What do you see as the value of UN Youth and what would you do to maximise this value?
 - What are the main challenges you think would arise in being on the National Executive and how would you overcome them?
 - Applicants are also invited to note the names of two current UN Youth volunteers who support their application, although this is not required.
- 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 (for the purpose of the police check); and
- An indication of your availability for interviews, should you be shortlisted:
 - **Sunday 6 Dec** - between 9am and 8pm
 - **Monday 7 Dec - Friday 11 Dec** - between 5pm and 9pm
 - **Saturday 12 Dec and Sunday 13 Dec** - between 9am and 8pm

DEADLINE

- Applications for the National Executive are due **11.59pm, Wednesday 2 December 2020**.
- Late applications will not be considered.

If you have any questions related to the National Executive in general or the application process, please contact the 2020 UN Youth National President, Mark Howard (president@unyouth.org.nz). Applicants are also **strongly** encouraged to reach out to the relevant current National Executive Officer(s) in order to discuss the specific nature of the role(s), via Slack or email:

- National President: Mark Howard, president@unyouth.org.nz (can speak to new National Operations Officer Role)
- National Communications Officer: Marissa Dzulkifly, communications@unyouth.org.nz
- National Education Officer: Arianna Bacic, education@unyouth.org.nz
- National Finance Officer: Christine Chang, finance@unyouth.org.nz
- National Operations Officer: Julia Caulfield, operations@unyouth.org.nz (can speak to new National Information Office role)
- National Relations Officer: Patrick Hayes, relations@unyouth.org.nz
- National Volunteers Officer: Teresa Lee, volunteers@unyouth.org.nz (can speak to new National People Officer role)

FURTHER INFORMATION

If you have any questions related to the National Executive generally, or the application process, please contact the 2020 UN Youth National President, Mark Howard (president@unyouth.org.nz).