

# NATIONAL EXECUTIVE 2020 APPLICATION PACK

The National Executive (NX) is a group of seven 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 2020 National President set to be elected at the National AGM on December 1st. 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 Operations Officer
- National Relations Officer
- National Volunteers Officer

These other six members of the NX are appointed by the Board of Directors, and together with the 2020 National President, will begin their term on January 1st. 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 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 Council meetings.

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.

## 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 January 1-December 31 2020.

## ROLES AND RESPONSIBILITIES

### Available Positions:

#### National Communications Officer

The duties of the National Communications Officer are as follows:

- maintain and improve UN Youth's brand, including design and document templates;
- manage the National Operations Team (Communications);
- manage and improve UN Youth's social media, website and online presence, including the blog;
- explore new ways to promote UN Youth;
- oversee the operation of photography and use of photographs within UN Youth;
- ensure all Volunteers are informed of UN Youth's communication and branding policies and processes;
- promote UN Youth opportunities; and
- oversee the use and distribution of physical marketing material in UN Youth.

The overarching goal of the National Communications Officer is to improve the vibrancy and youthfulness of the image of UN Youth.

#### National Education Officer

The duties of the National Education Officer are as follows:

- oversee and coordinate the collaborative creation of educational content in UN Youth;
- liaise with Regions and Organising Committees to ensure educational objectives are met;
- manage the National Operations Team (Education);
- maintain and update UN Youth's education database;
- support the development and implementation of new educational initiatives;
- provide and exchange educational content to schools and other like-minded organisations where appropriate; and

- ensure all Volunteers are informed of UN Youth's educational policies and processes.

The overarching goal of the National Education Officer is to ensure UN Youth provides the highest quality educational content and experiences to participants as possible.

#### National Finance Officer

The duties of the National Finance Officer are as follows:

- oversee financial record-keeping and maintain financial accounts;
- draft and maintain UN Youth's national budget, and oversee the drafting and maintenance of all budgets in UN Youth;
- report to the Board regularly on UN Youth's financial position;
- maintain UN Youth's bank accounts and credit card system;
- process all payments and reimbursements;
- oversee and support the financial work of the Regional Treasurers, Coordinators and Directors of national and international events, including specific event financial performance reports;
- ensure all Volunteers are informed of UN Youth's financial policies and processes;
- ensure compliance with UN Youth's GST requirements; and
- liaise and cooperate with UN Youth's accountants and auditors in understanding the annual audit.

The overarching goal of the National Finance Officer is to ensure UN youth is financially sustainable and spends money according to its internal policies and external obligations

#### National Operations Officer

The duties of the National Operations Officer are as follows:

- manage UN Youth's administrative processes and functions, including the website;
- prepare the agenda and ensure that the proper procedures are adhered to for National Council meetings, National Executive meetings, AGMs and SGMs;
- ensure all NX resolutions are recorded and all meetings are appropriately minuted;
- maintain a register of Members and volunteers as well as an annual calendar for events and initiatives;
- maintain UN Youth's document storage and record-keeping systems;
- administration of the National Operations Team;
- timely communication of administrative information, processes and notices to Members and Volunteers;
- oversee and support the National Technology Manager; and
- act as a Privacy Officer for UN Youth.

The overarching goal of the National Operations Officer is to ensure the day-to-day administration of UN Youth is well-ordered, professional, and in compliance with our internal policies and external obligations.

#### National Relations Officer

The duties of the National Relations Officer are as follows:

- seek out strategic partnerships with like-minded stakeholders to better achieve UN Youth's objects;
- seek out funding relationships within Aotearoa New Zealand and abroad;
- maintain and improve existing relationships;
- manage the Relationships Register;
- oversee the national sponsorship strategy;
- support all volunteers seeking sponsorship and ensure accountability requirements are met;
- draft and review national sponsorship proposals and review those of other Volunteers; and
- ensure all Volunteers are informed of UN Youth's external relations policies and processes.

The overarching goal of the National Relations Officer is to effectively engage with external parties to improve opportunities and funding for UN Youth.

#### National Volunteers Officer

The duties of the National Volunteers Officer are as follows:

- maintain and promote adequate induction processes for all UN Youth Volunteers and support their development and training;
- actively seek out and recruit new volunteers;
- help existing volunteers identify and achieve their volunteering goals;
- arrange all national appointments through the National Executive and receive and collate applications;
- ensure Volunteers receive appropriate recognition and reward for their contributions;
- review the Volunteers Hub and Knowledge Base to ensure it is comprehensive and up-to-date;
- oversee alumni engagement, maintain the alumni network and coordinate the organisation of alumni functions;
- organise the annual Volunteers' Training Hui (VTH);
- maintain and foster the hauora of Members and Volunteers in accordance with the Welfare Protocols;

- oversee the National Welfare Committee and Regional Welfare Officers; and
- work with the National Welfare Committee to approve and amend National and International Event Welfare Plans;

The overarching goal of the National Volunteers' Officer is to support the hauora of all Members, as well as ensure all Volunteers enjoy a positive volunteering experience and are supported in their development.

### 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](mailto:nxappointments@unyouth.org.nz) by the deadline.
- Following this, shortlisted applicants will be required to undergo interviews conducted by the National Executive 2020 Selection Panel (composed of the current National President, the Chair of the Board, and the Volunteers Representative, with the Chair of the Finance, Risk and Audit Committee as an alternate).
  - Please note, these interviews will take place between **December 9th-15th**, and applicants **must be available for an interview during this period**.
- National Executive 2020 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).

## Deadline:

- Applications for the National Executive are due **5.00pm, Friday 6th December 2019**.
- 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 2019 UN Youth National President, Jayden van Leeuwen ([president@unyouth.org.nz](mailto: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: Jayden van Leeuwen, [president@unyouth.org.nz](mailto:president@unyouth.org.nz)
- National Communications Officer: Position unfilled, contact the National President
- National Education Officer: Mark Howard, [education@unyouth.org.nz](mailto:education@unyouth.org.nz)
- National Finance Officer: Zach Withers, [finance@unyouth.org.nz](mailto:finance@unyouth.org.nz)
- National Operations Officer: Seraphina Koo, [operations@unyouth.org.nz](mailto:operations@unyouth.org.nz)
- National Relations Officer: Hye-Song Goo, [relations@unyouth.org.nz](mailto:relations@unyouth.org.nz)
- National Volunteers Officer: Lauren Watson, [volunteers@unyouth.org.nz](mailto:volunteers@unyouth.org.nz)

## Further Information

If you have any questions related to the National Executive generally, or the application process, please contact the 2019 UN Youth National President, Jayden van Leeuwen ([president@unyouth.org.nz](mailto:president@unyouth.org.nz)).