

2021 GLOBAL DEVELOPMENT TOUR APPLICATION PACK - DIRECTOR

ABOUT THE TOUR

The Global Development Tour (GDT) is UN Youth New Zealand's flagship international educational Tour for high school students. GDT provides amazing opportunities for young people in Aotearoa to engage with the globalised world and the concept of sustainable development. The Tour consists of meetings, visits and Tours with a variety of UN bodies, inspiring NGOs, and high-profile government agencies across Europe and New York.

The delegation will be a group of high-school leavers from all over Aotearoa who will have been selected by the appointed Director/Assistant Directors in 2020. Students on the Tour usually will have demonstrated excellence in leadership, community service, academics and extra-curricular areas. They are brought together on the Tour by their passion for youth engagement, policy making, global development and the United Nations. Furthermore, the delegation works and prepares for the trip as a cohesive team. Travelling with a diverse group of like-minded students nurtures each individual youth's professional and interpersonal skills as they experience more of the world together.

The Tour is a continuously developing initiative within UN Youth New Zealand. While the experience is consistent from year to year, each Tour grows to work towards UN Youth's goal of 'Inspiring Global Citizens' in its own way. For the upcoming Tour, the Directors will have the opportunity to create an educational theme and align the Tour's cities, meetings and conference to this theme. Tour Directors will play a crucial role in cultivating the life-changing educational experience which each delegate will undergo.

2020 GDT's delegation travelled to New York, London, Rome, Vienna, Berlin, Paris and San Francisco. The delegation met with organisations such as UN Women, Chatham House, Cogo at the Google Startup Campus, the World Food Programme and the New Zealand High Commission. The Tour also involved the delegation attending the prestigious Columbia Model United Nations Conference and Exposition (CMUNCE) at Columbia University in New York.

Please note that the tour may need to be cancelled due to the global COVID-19 pandemic. Our organisation is keeping up to date with the Ministry of Health and World Health Organisation updates on the situation and will review the safety and feasibility of the tour accordingly.

DECEMBER 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 early December 2020. This planning weekend is compulsory for all Directors and delegates to attend in its entirety. This is used to organise trip logistics, training, educational workshops and facilitate delegation bonding.

ABOUT THE ROLE

The primary responsibility of the Director is to oversee all aspects of the trip. This includes overseeing the organisation of flights, accommodation, logistics, educational content, sponsorship, communication with various external parties, delegation selection, delegation bonding as well as the supervision and provision of pastoral care of the 22 delegates (aged between 16-18 years of age).

The Director will work closely with the National Executive to select three Assistant Directors. The Director will lead the Assistant Directors in devising a vision, itinerary and budget for the Tour. The Assistant Directors may be allocated specific portfolios. Previous portfolios have included finance, education, communications and logistics.

Importantly, the overarching vision should consider the Director and Assistant Directors' aspirations for the GDT 2021 and how the 2021 Tour will contribute to the long-term development of the GDT. This vision will inform the wider organisation and support the educational vision of the Tour. This includes selecting the cities to visit, the organisations to visit, the selection of a conference on the Tour and the provision of educational material to delegates.

COSTS

The GDT Director role is partially subsidised by the organisation from delegation fees. The Director's fee will be dictated by the delegate fee as the Director fee is calculated proportionally against the delegate fee.

The Director fee is likely to be between \$900 - \$1,000, although this is ultimately subject to the delegate fee. This covers the flights, accommodation, a majority of meals and a majority of group activities. Directors can budget for and claim certain administrative expenses incurred in their capacity as the Director. In 2020, the delegate fee was \$8,250 so the Director fee was \$942.86.

The Director and Assistant Directors will each need to pay a \$600 bond which will be refunded upon the conclusion of the Tour and the submission of a complete final report. The appointed Director and Assistant Directors will be invoiced for these costs in installments.

COMMITMENT

The Director role will involve a commitment from appointment to the completion of the final post-Tour Handover Report. This final report will be sent to the National Executive and the Board of Directors in April 2021. Additionally, it is expected for all Tour finances to be wound up by this time. This includes submitting all relevant financial documentation and following up on any outstanding invoices.

The time commitment that can be expected for the role is around 15 hours per week. This will increase significantly in the months leading up to the Tour. On the Tour itself, this position is a 24/7 commitment. All members of the organising committee will need to be prepared for early mornings, full days and late nights for the duration of the Tour. Due to the nature of the role, the Director can expect to be operating in high stress situations and will need to be adaptable. For example, the Director will need to be prepared to miss meetings to care for sick delegates, push through late nights and be enthusiastic even when things are tough. However, the role is incredibly rewarding and offers a once in a lifetime experience to meet with incredible organisations, help upcoming young leaders to realize their potential, and undergo your own self development in both a personal and professional sense.

ORGANISING COMMITTEE RESPONSIBILITIES

As further guidance, the responsibilities of the organising committee made up of the Director and three Assistant Directors are detailed below.

The successful organising committee will receive a comprehensive handover from the previous organising committee. Additionally, they will be able to access resources from previous years to help with the organising of the Tour. The team will also benefit from the support of a National Executive member as their liaison. This will allow the Directorship to benefit from the oversight of a UN Youth volunteer experienced in international educational tours.

Leadership

The organising committee is expected to demonstrate leadership on the Tour and in UN Youth generally. The 22 secondary students will need to work well together as they will be travelling overseas. The Directors are responsible for leading the delegation and being aware of how their actions affect the students.

Administration

The organising committee will need to report back to the Board of Directors and National Executive outlining the Tour's successes, challenges and failures. The organising committee will also need to ensure good record-keeping and communication with the delegates during the selection process and the preparation leading up to the departure.

Education

The primary purpose of the Tour is to provide educational value to the delegates. Therefore, the organising committee will need to ensure that they focus on the educational purpose of every stop. The organising committee will need to organise meetings as well as help the delegates prepare for the meetings and the conference.

Equity & Diversity

As per the nature of overseas travel, the Tour is a significant financial undertaking. The organising committee must keep in mind the responsibility UN Youth has to ensure that our opportunities are as accessible as possible to students. Promotion of the Tour will be important in attracting youth from all backgrounds. The composition of the delegation should be somewhat reflective of Aotearoa's population.

Welfare

The welfare of our delegates is paramount - particularly on an international Tour. The delegates must be well cared for and safe during the Tour. The organising committee will need to consider the physical, emotional, mental and spiritual welfare of the delegates at every stage of the planning process. It is important that applicants for the organising committee to seriously assess their suitability for this aspect of the role. It cannot be understated how important it is that the organising committee can provide the necessary care, support and actions to the delegates and one another.

This is a heavily welfare-oriented role and the provision of quality pastoral care will be one of the most important aspects of the Tour.

Finance

The 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 Tour 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 an itinerary, purchasing group insurance, booking international travel and shuttle transfers, booking accommodation, booking restaurants, organising group activities and organising the December Planning Weekend.

Relations

Relationships with external organisations and individuals are very important to Tours of this nature. The organising committee will need to be professional in liaising with all external parties from representatives of overseas organisations to various vendors that they will engage with.

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.

Social Media & Marketing

The Tour 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 delegation may document the Tour such as through blogging, taking photos and making videos.

WHY SHOULD YOU APPLY?

Being the Global Development Tour Director 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 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.

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 and has pastoral care experience.
- **Communication:** The Director 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.

ELIGIBILITY

There are some specific criteria to be eligible for the Global Development Tour Director position.

You must be:

- A New Zealand Citizen or Permanent Resident with a current passport;
- At least 21 years old when the delegation departs New Zealand in early January 2021;
- Available for the entire month of January, as well as early February, and a planning weekend with the delegation in early December; 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) or the 2020 National Volunteers/Welfare Officer, Teresa Lee (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 Director from the pool of applicants on behalf of the Board.
4. The Director will be expected to help with the interviews and selection of the three Assistant Directors on the Tour.

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 2,000 words in total answering the following questions:
 - What do you see as the value of the Global Development Tour? How do you intend to maximise this and further the development of the Tour itself? What is your vision for the Tour?
 - Why do you think you are a good candidate for the role of Global Development Tour Director? Please detail relevant skills and experiences you may have, especially any leadership, team management, pastoral care and prior travel experiences.
 - What are the three greatest challenges in organising the Tour 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 on the website); and
- Photo ID (for the purpose of the police check).

No extra documentation will be considered besides what is outlined above. As per the UN Youth New Zealand National Protocols, 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 25 March 2020 at 11:59PM.**
- Late applications will not be considered.