

2020 AUCKLAND TERTIARY EVENT 2 COMMITTEE APPLICATION PACK



UN Youth Auckland is looking for motivated and enthusiastic tertiary students to organise our second tertiary event for Semester 2 of 2020!

Applications are due with a copy of your CV in PDF format by **11:59PM Tuesday 24th July** to Christoph Ernst, the UN Youth Auckland President, at christoph.ernst@unyouth.org.nz.

Questions may be directed to Sophie Reedy-Young, the UN Youth Auckland Vice-President of Universities, at sophie.reedyyoung@unyouth.org.nz.

OVERVIEW OF AUCKLAND TERTIARY EVENT 2

Tertiary event 2 will take on the form of a *Solveathon*, and we are seeking to collaborate with a number of external charities, not-for-profits and other organisations as part of this event.

Our vision is that each organisation will pose a real-world problem they are facing, and teams of students will compete to analyse the problem and present a solution over a number of days. The purpose of this event is for students to develop their problem solving skills in a realistic context and also gain a strong understanding of the different hurdles and challenges different types of organisations face.

As part of the organising committee, you will have the opportunity to develop your leadership and organisation skills. This is a rewarding experience where you can work with likeminded volunteers and provide a positive and educational opportunity for participants of the event.

The event is expected to be held in late September 2020, and the vision and format for this event will be developed by the committee in consultation and approval with the UN Youth Auckland Regional Council.



ORGANISING COMMITTEE EXPECTATIONS

QUALITIES WE ARE SEEKING

- Passion for the work of UN Youth
- Team-working skills
- Efficient time management
- Organisation and event management skills
- Transparent communication
- Confidence

WHAT YOU CAN EXPECT OF THE UN YOUTH AUCKLAND REGIONAL COUNCIL

- Respect and trust
- Professionalism
- Mentorship and guidance at every step of the way
- Recognition of the work accomplished (including references)

WHAT WE EXPECT OF THE EVENT COMMITTEE

- Respect and trust
- Professionalism
- Honesty about the level of work you can commit to
- Representation of UN Youth in accordance with the values of our organisation
- Attendance at regular committee meetings and completion of assigned tasks
- Commitment to seeing all aspects of the event through to completion
- Consulting the UN Youth Auckland Regional Council throughout the organising process

TIKANGA MĀORI POLICY

At UN Youth, we believe it is important to incorporate Tikanga Māori principles into our operations as a way of cultivating an equitable and inclusive environment for tangata whenua. We encourage you to browse our Tikanga Māori Policy before applying and consider how you wish to realise its principles should your application be successful: <https://unyouth.org.nz/about/tikanga-maori/>.

COMMITTEE ROLES

Committees are expected to function as flexible and dynamic teams. This means that while roles will be assigned, every task is a team responsibility.

Please note that the roles below are only meant to serve as an indication and are subject to change. Tasks may be reallocated or delegated within the committee over the course of the organising period.

COORDINATOR

- Leads the event committee and is responsible for overall strategic development
- Communicates proactively with the committee to ensure tasks are completed on time
- Upholds and directs the vision of the event
- Works with the UN Youth Auckland Regional Council
- Reports directly to the UN Youth Vice-President of Universities

LOGISTICS MANAGER

- Creates the runsheet for the event
- Facilitates the creation of the budget
- Organises logistical tasks such as venue bookings, catering, stationery and printing

EDUCATION MANAGER

- Works with the Coordinator to design the format of the event
- Takes on the primary responsibility for creating educational content
- Responsible for the content of any training session

COMMUNICATIONS MANAGER

- Seeks sponsorship for the event from external partners (monetary supports, products, vouchers)
- Organises guest speakers if applicable
- Manages participant and volunteer registrations
- First line of communication with participants and volunteers

PROMOTIONS MANAGER

- Designs and creates promotional material for the event
- Actively promotes the conference on social media platforms

APPLICATION PROCESS

Applications are due with a copy of your CV in PDF format by 11:59PM 24th July to Christoph Ernst, the UN Youth Auckland President, at christoph.ernst@unyouth.org.nz.

The UN Youth Auckland Regional Council will interview some or all candidates before appointing the committee. If you are selected for an interview, we will contact you soon after applications close.

Please make the email subject line for your application:

“Tertiary Event 2 Committee - [INSERT FULL NAME]”

In your application please include the below personal details, and your responses to the questions. The document you submit should be no longer than three pages.

PERSONAL DETAILS

- a) Full name
- b) Age
- c) Ethnicity
- d) Email address
- e) Mobile number
- f) University/institution
- g) Year at University
- h) Course of study/majors
- i) Student ID number

QUESTIONS

1. Which committee role(s) would you like to be considered for?
2. What has motivated you to apply for this committee and why are you interested in the roles you would like to be considered for?
3. What skills do you have to offer in the role(s) you have applied for?
4. If you wish to be considered for Coordinator, what is your vision and/or educational goals for the event?
5. What are your commitments over the next few months and will you be based in Auckland?
6. What relevant previous experience do you have?

We look forward to reading your application!