

Events and Communications Officer

Volunteer position description



Title	Events and Communications Officer
Length of term	June 2021 – December 2022
Responsible to	Executive Director

About Commonwealth Youth New Zealand

Commonwealth Youth New Zealand (CYNZ) is a youth-led nonprofit that educates young New Zealanders about the Commonwealth and its values, and provides opportunities for young people to develop their leadership skills and act on issues they are passionate about.

Purpose of position

The Events and Communications Officers will manage CYNZ's events, social media and external communications. At least two individuals will be appointed to this position.

Events

Working with the wider Executive Committee and other volunteers, the Events and Communications Officer will plan and execute events to a high standard, ensuring the programme runs seamlessly and protects and enhances CYNZ's reputation.

They will ensure delegated tasks, including production of educational material, arrangement of logistical aspects and management of registrations, are delivered efficiently and satisfactorily. They will contribute to the quality control process for written and published material, especially educational content to protect accuracy. They will provide written and/or verbal reports to the Executive Director (ED), Executive Committee (EC) and Board as agreed.

Responsibilities	Expected outcome
Coordinate the National Student CHOGM, assuming overall responsibility for the planning and delivery of the event. Lead, manage and supervise volunteers.	The National Student CHOGM is delivered successfully according to agreed metrics. Volunteers work and are supervised effectively.
Ensure the National Student CHOGM is delivered according to specifications and deadlines agreed by the EC and/or Board.	Specifications and deadlines set by the EC and/or Board are adhered to.
Ensure volunteers are appropriately briefed or trained and aware of CYNZ's expectations of them during, prior to and after the event. Support the ED to meet their obligation for volunteers to be appropriately vetted and events to comply with all relevant policies.	All volunteers are appropriately trained, are Police vetted and comply with relevant CYNZ policies.
Be the on-the-day coordinator and first point of contact during the event, and be responsible for volunteer management and	Responsibility is clearly held on the day of the event. Participants, volunteers and other persons can promptly contact

Responsibilities	Expected outcome
welfare. Seek assistance from senior EC or Board members if welfare issues arise. Ensure contingency plans are in place for the event of any key volunteer absences on the day.	someone in an on-the-day coordinator role. Effective contingency plans are developed.
Complete a debrief and evaluation report for the event.	The event is evaluated and reported on.
Ensure institutional knowledge is documented and retained, and develop manuals and/or desk files for flagship CYNZ events and programmes.	Institutional knowledge is documented and retained for future committees. Up-to-date desk files for CYNZ's flagship events including Common Leaders' Day and the National Student CHOGM are developed by November 2020.

Communications

The Events and Communications Officer plan and develop engaging and original social media content, manage the CYNZ brand, produce and publish the e-newsletter on a regular basis, and maintain web content. Graphic design and/or photography skills are desirable but absolutely not a requirement.

Responsibilities	Expected outcome
Manage and develop CYNZ's social media presence.	CYNZ's social media accounts are regularly maintained with comments and messages responded to. CYNZ's social media channels are innovated and developed with demonstrated audience/engagement growth.
Plan and produce engaging and original social media content.	Engaging and relevant social media posts are created, approved and published on a regular basis.
Protect CYNZ's brand and ensure all external communications are brand-compliant.	All external communications and publications comply with the Style Guide.
Produce and publish CYNZ's e-newsletter.	CYNZ's e-newsletter is published on a regular agreed basis.
Maintain and update content on CYNZ's website.	CYNZ's web content is updated as required.