



Education Officer – Student CHOGM 2019

Title	Education Officer – National Student CHOGM 2019
Location	Wellington
Duration	April – September 2019
Expected weekly time commitment	2–5 hours per week on average, and 2 full event days
Application closing date	Friday 12 April, 5.00pm
Contact	madison.burgess-smith@commonwealthyouth.org.nz

About National Student CHOGM

Held each year at the New Zealand Parliament, the National Student Commonwealth Heads of Government Meeting (CHOGM) simulates a real CHOGM and allows high school students from throughout New Zealand to adopt the role of Head of Government or Foreign Minister of a Commonwealth state, or represent a Commonwealth news outlet or media publication.

Over two days, delegates debate a range of economic, social and political issues; hear from expert guest speakers; and use their negotiation and influencing skills to resolve a fictional crisis scenario.

In 2019, the National Student CHOGM will be in its 38th year. The event has been planned and delivered formally by Commonwealth Youth New Zealand (CYNZ) since 2013.

Purpose of position

The Education Officer will play a crucial role in protecting the educational quality and standards of Student CHOGM. They will be responsible for ensuring an exceptionally high standard of accurate written material is developed for workshops and plenary sessions. They will also ensure all resources sent to delegates and presented at Student CHOGM comply with CYNZ's brand. The ideal applicant will be someone with excellent attention to detail, strong writing and researching ability, and a commitment to developing high-quality educational resources. A passion for civic education and international affairs will be of great use to the successful candidate.

Structure

The Education Officer will be one member of a four-person Student CHOGM event team, working alongside the Logistics Officer, Registrations Officer and the Event Coordinator.

Responsibilities

Prepare and update written educational material.

Ensure all soft and hard copy material and resources used for Student CHOGM are brand-compliant.

Expected outcome

Written material for workshops, plenary sessions and other purposes is created according to agreed deadlines.

All resources are brand-compliant, designed in the CYNZ style and using the logo where appropriate.

Responsibilities

Work with the Executive Committee and event team to design and implement new innovations and aspects of the Student CHOGM programme.

Expected outcome

Changes to the Student CHOGM programme and experience are successfully implemented.

About Commonwealth Youth New Zealand

Commonwealth Youth New Zealand (CYNZ) is a youth-led nonprofit organisation that provides opportunities for young people in New Zealand to become the next generation of global leaders. You can find out more about us online at commonwealthyouth.org.nz.

About the application and selection process

- Applications must be submitted through the online form at commonwealthyouth.org.nz **with** an accompanying CV (no more than two pages in length).
- Applicants will be shortlisted by the CYNZ Executive Committee.
- Shortlisted applicants will be invited for an interview in Wellington with the Event Coordinator and other representatives from the Executive Committee.
- The successful applicant will work in an event team and will be responsible to the Event Coordinator. The successful applicant may be offered a letter of recommendation at the conclusion of the event.