



Logistics Officer – Student CHOGM 2019

Title	Logistics 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 Logistics Officer will organise vital functions such as catering, room layouts and audio-visual requirements.

As well as managing these organisational aspects, the Logistics Officer will be managing key stakeholder relationships, working with Parliament's caterers, the Office of the Speaker, and the staff of our sponsoring MP. The successful candidate will therefore be someone who can communicate appropriately and to the highest standards, and maintain CYNZ's reputation.

The successful candidate will need to be regularly accessible by email and occasionally by phone in the weeks leading up to Student CHOGM, so it is crucial that they are easily contactable and responsive to messages.

Structure

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

Responsibilities

Manage CYNZ's working relationship with Parliament. Be the first point of contact for any queries or issues.

Ensure all logistics requirements are met according to agreed deadlines.

Be responsible for on-the-day logistics requirements, such as setting up and packing down tables and room layouts, ensuring catering is appropriately laid out, and Commonwealth country flags are erected.

Expected outcome

CYNZ maintains a positive working relationship with ICON Catering (Parliament's contracted caterer), Soundtech (Parliament's contracted AV provider), the Speaker's Office, the office of the sponsoring MP, and other stakeholders. All of these stakeholders have one point of contact for queries or issues.

All logistics requirements, such as catering, confirmation of venue spaces and supply of Commonwealth flags, are organised and confirmed following set plans and according to agreed deadlines.

Logistics requirements flow seamlessly across the two days of Student CHOGM. Rooms are dressed and laid out appropriately. Other volunteers take the Logistics Officer's lead in setting up and packing down rooms.

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.