



Registrations Officer – Student CHOGM 2019

Title	Registrations 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 Registrations Officer will play an important role in communicating with delegates and keeping track of delegate numbers and details leading up to Student CHOGM. They will be the first point of contact for delegates with queries or requiring assistance, so the successful candidate will have a positive, friendly and helpful attitude, will have excellent written communication skills and attention to detail, and will be someone who can readily take initiative and is motivated to work independently.

Structure

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

Responsibilities

Effectively manage registrations. Add delegate details to an up-to-date registrations spreadsheet.

Liaise with the CYNZ Finance Officer to monitor the payment of registration fees.

Expected outcome

Delegate information is transferred from email applications to a central spreadsheet which is up-to-date. Delegate details are easy to trace.

Payments are tracked. Delegates who have not paid are followed up with.

Responsibilities

Manage registration enquiries from prospective delegates.

Provide regular updates on registration numbers and details.

Communicate important information to delegates leading up to the event.

Work with CYNZ's Social Media Officer to contribute to social media promotion of the event.

Expected outcome

Email queries are appropriately and promptly answered, and forwarded to the Event Coordinator for support when necessary.

The Event Coordinator is kept up-to-date with registration numbers and details.

Following set templates, emails with key information will be sent to delegates as the event approaches.

Student CHOGM is effectively advertised and promoted online and on social media.

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.