



Job Description

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| Job Title: | Model United Nations Coordinator |
| Department: | Co-Curricular |
| Responsible to: | Deputy Head (Co-Curricular) |
| Last reviewed: | May 2023 |

Job Outline

The Model United Nations Coordinator has overall responsibility for running the Model United Nations activities, trips and the Haileybury Model United Nations conference.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

General responsibilities

- Develop, oversee and staff a weekly programme of MUN activity sessions aimed at pupils of all ages in the school.
- Appoint key pupil officers (Secretariat).
- Ensure weekly sessions have Secretariat and supervising staff to run them.
- Plan budget and monitor spending.
- Arrange 'practice debates' at important points during the year.
- Supervise weekly 6th Form sessions, providing support, feedback and suggestions to the Secretariat.
- Manage other staff involved with MUN, training those who are new to it, and delegating responsibilities as appropriate.
- Ensure the MUN website (haileyburymun.co.uk) is kept up-to-date.
- Manage use of @HaileyburyMUN Twitter account.

Haileybury Model United Nations Conference

- Overall responsibility for the planning and delivery of all aspects of the annual Haileybury Model United Nations conference.
- Liaise with the Accounts Department regarding invoicing of visiting schools.
- Guide the Secretariat in choosing the conference theme, planning committee structure, and writing agendas.
- In conjunction with the Secretariat, allocate countries and committees to schools.
- In conjunction with the Secretariat, find a guest speaker for the Opening Ceremony.
- Liaise with Human Resources to ensure any Old Haileyburians returning to help with the conference have had appropriate child protection checks / training.

T +44 (0)1992 706 379
Haileybury Hertford SG13 7NU

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- Guide the Secretariat in appointment of Chairs and other pupil officers.
- In liaison with the Deputy Head (Co-Curricular) recruit staff to help run the conference.
- Make speeches at the Opening and Closing Ceremonies.
- Ensure all important information regarding the conference is communicated to staff and pupils.
- Work closely with external partners to deliver the conference.

Trips to external conferences

- Construct a programme of external conferences suitable for a wide range of pupils.
- Advertise trips to pupils and parents.
- Advertise the opportunity to Chair at external conferences to senior pupils.
- Select a team from those who apply for The Hague International Model United Nations conference.
- Plan and lead the annual THIMUN trip.
- Ensure trips are appropriately staffed.
- Carry out relevant trip-related admin (such as booking of accommodation and transport, registration for conferences, payment of fees, communication with parents, completion of Evolve form, collection of payment from parents).
- Coordinate allocation of attendees to countries and committees.
- In conjunction with senior pupils, ensure attendees are adequately prepared for external conferences.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Model United Nations Coordinator Person Specification

| | Essential | Desirable |
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| Qualifications | | |
| Educated to A Level Standard or equivalent and above | ✓ | |
| Knowledge, Skills and Experience | | |
| Excellent organisational and time management skills | ✓ | |
| Ability to maintain accurate records | ✓ | |
| Articulate with an accurate eye for detail | ✓ | |
| Good literacy and numeracy skills | ✓ | |
| Excellent written communication skills | ✓ | |
| Personal Attributes | | |
| Good understanding of working in a school and residential environment | ✓ | |
| Ability to communicate effectively with people at all levels, both internally and externally; ability to relate to young people | ✓ | |
| Ability to work unsupervised and use own initiative | ✓ | |
| Willingness to work flexibly and the ability to adapt to the needs of the role | | |
| Ability to work independently as well as part of a team | ✓ | |
| Professional, conscientious and reliable | ✓ | |