POSITION OVERVIEW	
This Position Description outlines the role, responsibilities, and expectations of Equity Officers on the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC).	
Position Title	Parents & Carers Officer
Position Type	Elected Student Leadership Role
Key Relationships	• Advocacy & Governance Supervisor • UNSA President • Vice President, Welfare & Wellbeing • Other Equity Officers
Position Summary	Equity Officers identify and advocate for issues affecting the university experience of their community. They ensure student voices are heard through representation, leadership of Guild activities, and coordination of campaigns that address the needs and priorities of members. **Parents & Carers Officer** The Parents & Carers Officer leads the Parents & Carers Guild - an inclusive community of students, staff, and community members of the University of Newcastle who balance their academic or professional lives with parenting or caregiving responsibilities. As Chair of the Guild, the Officer facilitates regular meetings, advocates for the needs and interests of parents and carers, and works collaboratively with university stakeholders to improve support structures, visibility, and equity for this cohort.
PROVISIONS	
Volunteer Status	This is a volunteer role. Student Representatives are not employed by or contracted to UNSA and do not receive payment for work, except for reasonable reimbursement of approved expenses.
Term Length and Involvement	• Engagement: 1 October 2025 – 11 December 2026 • Tenure: 1 January 2026 - 31 December 2026
Time Commitment	Approximately 5 hours per week over 42 weeks of engagement.

	This may vary depending on the academic calendar, student lifecycle and community needs.
Last Review	AUGUST 2025 *This document is maintained in the UNSA Policy Register. Amendments are recorded centrally; only the last reviewed date is noted here.*
SELECTION CRITERIA	
Attributes	• Innovative thinking and commitment to personal growth • Community-mindedness and enthusiasm for student advocacy • Professionalism and punctuality • Personal responsibility and ownership of tasks • Integrity and respect for diverse values • Personal responsibility and ownership of tasks
Skills	• Strong organisational and time management skills • Ability to listen, lead, and collaborate with diverse groups, including students, volunteers, staff, and the community • Motivation to develop leadership and employability skills
Knowledge & Alignment	• Understanding of UNSA's objectives and values • Awareness of the student lifecycle and equity issues affecting UoN students • Familiarity with UNSA's governance structure and Guild operations • Commitment to UNSA's Code of Conduct and volunteer expectations
ELIGIBILITY CRITERIA	
To be eligible for nomination and to hold office, candidates must satisfy the criteria outlined in Section 9 of the SRC Terms of Reference, including ongoing disclosure and compliance with governance standards. In addition, candidates for Equity Officer roles must be members of their respective Guilds and meet the specific requirements detailed below. • **Parents & Carers Officer** must have parental or family responsibilities. This includes caring for a dependent child or supporting an immediate family member in need—such as due to illness, injury, or experiences of family or domestic violence—as recognised under the *Sex Discrimination Act 1984* (Cth).	
DESIRABLE QUALIFICATIONS, CERTIFICATES & LICENSES	
• iLEAD / iLEAD Honours Program • Mental Health First Aid • Active Bystander Training	

• Cultural Awareness and Sensitivity Training • Disability Awareness Training • Neurodiversity In the Workplace • Respectful Workplace Training • NSW Working with Children Check. Apply for or renew your Working with Children Check through Service NSW. • NSW Drivers Licence and reliable vehicle as this role may require travel between campuses. • Food Handler Basics training	
KEY RESPONSIBILITIES & OUTCOMES *In addition to the responsibilities outlined below, the student representative is expected to fulfil any other duties as agreed and formally documented in meeting minutes, role agreements, or governance records.*	
Vision & Strategy	• Develop a clear and inclusive vision for the community's future, informed by ongoing engagement and aligned with the community's evolving needs. Create actionable strategies to achieve this vision, ensuring alignment with UNSA's Strategic Plan and the Guild's goals. • Submit a Community Vision & Strategy Statement, outlining priorities, goals, and proposed initiatives by Week 6 of Semester 1. • Demonstrate progress through regular reporting and reflection.
Meetings	**Guild Meetings** • Chair Guild meetings to foster inclusive, transparent, and action-oriented decision-making. • Minimum of 4 Guild meetings per semester chaired and documented. • Agendas circulated ≥48 hours in advance; minutes submitted within 5 business days. • Maintain engagement from Guild Leadership Team and follow up on incomplete actions. **SRC Meetings** • Maintain ≥80% attendance rate per semester. • Participate in ≥90% of votes unless formally excused or ineligible. • Review meeting papers and contribute meaningfully to ≥2 agenda items per meeting. • Complete assigned actions within agreed timeframes. **Annual General Meeting (AGM)** • Attend the UNSA Annual General Meeting. • Assist in promoting the AGM to Guild members to encourage participation and quorum.

Reporting & Documentation	• Submit monthly Guild reports to the SRC, aligned with reporting deadlines. • Provide post-event reports including attendance data, feedback, and impact reflections. • Maintain records of Guild activities and contribute to semester reviews. • Submit reports ≥10 days before scheduled SRC meetings.
Stakeholder Engagement	Build and maintain meaningful relationships with internal and external stakeholders to advance UNSA's strategic equity objectives. Collaborate to enhance student support, representation, and access to resources. • Establish ≥1 new external partnership per semester (e.g., advocacy groups, service providers). • Demonstrate tangible outcomes from partnerships such as co-hosted events, resource sharing, or increased student engagement/support access. • Maintain quarterly contact with ≥2 existing external partners relevant to the Guild's focus and ≥2 University stakeholders relevant to the Guild's focus, such as Learning and Academic Support Services, Equity, Diversity & Inclusion (EDI) Unit, Student Wellbeing and Counselling Services, Wollotuka Institute, Respectful Communities etc.
Communication & Collaboration	• Maintain clear, consistent, and professional communication with UNSA leadership and fellow Equity Officers. • Respond to: o Instant/internal channels: within 3 business days o Formal communications: within 5 business days o Urgent messages: within 1 business day • Participate in scheduled check-ins with the Advocacy & Governance Team. • Uphold strict confidentiality regarding student and stakeholder information, ensuring all records are accurately and securely entered into the appropriate systems.
Representation	• Represent the interests and needs of the student community by actively participating in advisory groups, forums and representative spaces. • Engage actively with students, promote services, and gather feedback. • Provide support, promote initiatives, and represent the Guild in student-facing environments. • Represent UNSA professionally in public and media engagements when requested. • Serve on ≤2 UNSA advisory groups and ≥1 university committee or working group such as the EDI Committee. • Log at least 4 hours per semester across multiple UNSA student-facing events and/or services, with activities documented in accordance with UNSA's reporting processes.

Advocacy	• Foster a safe, inclusive, and responsive environment for Guild members. • Provide guidance, referrals, and advocacy where appropriate. • Maintain ≥3 entries per semester in the Advocacy Register highlighting instances where support or intervention was provided. • Respond to concerns raised by Guild members within five business days, or sooner if the matter is urgent. • Maintain Guild membership database using UNSA's relationships management platform.
Event Development	• Provide input and support for UNSA-led events that align with the Guild's focus areas, ensuring representation of community needs and values. • Deliver ≥2 cohort-specific initiatives per semester, which may include: o Larger-scale events (>100 attendees) of high complexity: e.g., festivals, panel discussions, keynotes o Small-scale activities (30-100 attendees) of moderate complexity: e.g. workshop, peer support circles, markets. o Activations (drop-in or passive engagement) e.g. stall at UNSA BBQs, pop-up booths, trivia etc. • Collaborate on ≥1 cross-Guild initiative per semester. • Collaborate (co-design or support initiatives) with ≥1 identity-based or cultural student group/club per semester. • Consult on ≥1 UNSA event relevant to the Guild's objectives and values.
Research & Feedback	• Proactively engage with the student community to gather insights, identify emerging needs, and support advocacy through research and feedback mechanisms. • Establish and maintain ≥1 regular communication channel for the Guild, such as a newsletter, social media thread, podcast, or bulletin board, to engage members, share updates and promote initiatives. • Support or initiate ≥1 research activity related to student issues per semester, such as surveys, focus groups, or feedback forums, focused on issues affecting the Guild's community, to inform advocacy and improve the student experience. • Actively encourage participation in UNSA-led surveys and campaigns, providing evidence of the Guild's promotion and engagement efforts.
Professional Development	• Complete all pre-learning and induction requirements. • Attend all mandatory onboarding and training sessions, including WHS training until deemed competent. • Uphold safety standards in all Guild-related activities. • Engage in ongoing development, including ≥1 cultural competency, inclusivity, or related training opportunity per semester. • Mentor incoming Guild leaders to support succession planning and capability building through:

	o ≥1 formal handover session o ≥3 stakeholder engagement opportunities

RESIGNATION & REMOVAL

Refer to the UNSA SRC Grievance and Discipline Policy and SRC Terms of Reference for detailed removal, appeals, and reinstatement processes.

Resignation	An Equity Officer may resign by providing written notice to the Advocacy and Governance Team at UNSA-GOV@newcastle.edu.au, and to the President via UNSA-PRES@newcastle.edu.au
Notice Period	Minimum of two (2) weeks' notice is preferred to support handover and recruitment.
Removal	Tenure may be altered in accordance with the SRC Terms of Reference, UNSA Code of Conduct, and UNSA Grievance and Discipline Policy.

INHERENT REQUIREMENTS

This role requires the ability to:

- Perform the essential duties and meet productivity and quality standards.
- Work effectively within a team or similar structure.
- Carry out responsibilities without undue risk to health, safety, or wellbeing.

If you have a condition that may impact your ability to meet these requirements, UNSA encourages open discussion to explore reasonable adjustments. We are committed to creating inclusive, supportive workspaces.

ETHICAL RECRUITMENT

UNSA is committed to ethical recruitment and workplace diversity, guided by our values: Respectful Collaboration, Kindness & Compassion, Safety & Security, Inclusivity & Diversity, and Empowerment.

We welcome applications from all qualified individuals, especially Aboriginal and Torres Strait Islander peoples, LGBTQIA+ community members, people from culturally and linguistically diverse backgrounds, those with disability, women, and people over 50. We encourage you to bring your whole self to UNSA.