POSITION OVERVIEW	
This Position Description outlines the role, responsibilities, and expectations of Campus Convenors on the University of Newcastle Students' Association (UNSA) Student Representative Council (SRC).	
Position Title	Campus Convenor
Position Type	Elected Student Leadership Role
Key Relationships	• Advocacy & Governance Supervisor • President • Vice Presidents • Other Campus Convenors
Position Summary	The Campus Convenor serves as the lead representative of their respective Campus Advisory Group — a student-led assembly that identifies, discusses, and advocates for the views, interests, and needs of University of Newcastle students at their designated campus location(s), both inside and outside the classroom. In this role, the Convenor drives student-led campaigns on relevant campus issues, fosters inclusive dialogue, and champions the concerns of their peers. They play a key role in capturing and amplifying the student voice, ensuring it is heard by university stakeholders and reflected in decision-making processes.
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 3 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 general criteria outlined in the SRC Terms of Reference, including ongoing disclosure and compliance with governance standards.

In addition, candidates for Convenor roles must also meet the following campus-specific enrolment requirements:

- Newcastle Campuses Convenor: Candidates must be enrolled in a program delivered primarily at one of the Newcastle campuses — including Callaghan, NUspace (Newcastle City Campus), or the Conservatorium of Music. This means at least 75% of their program requirements are completed at a location designated for Newcastle-based study.
- Central Coast Campuses Convenor: Candidates must be enrolled in a program delivered primarily at one of the Central Coast campuses — including Ourimbah, the Gosford Precinct (Central Coast Clinical School & Research Institute), or the Central Coast Campus (Mann Street). This means at least 75% of their program requirements are completed at a location designated for Central Coast-based study.
- Sydney Campus Convenor: Candidates must be enrolled in a program delivered primarily at the Sydney campus. This means at least 75% of their program requirements are completed at the Sydney-based location, and they are expected to maintain this enrolment mode for the duration of their appointment.
- Cloud Campus Convenor: Candidates must be enrolled in a program delivered primarily online. This means at least 50% of their program requirements are completed off-campus, and they are expected to remain enrolled in this mode for the duration of their appointment.

Desirable Qualifications, Certificates & Licences	• iLEAD / iLEAD Honours Program • Mental Health First Aid • Cultural Awareness and Sensitivity Training • 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 enhancing student life and engagement at your campus, informed by ongoing consultation with students and aligned with the evolving needs of your local cohort. • Work collaboratively with your campus advisory group to identify opportunities, challenges, and priorities that bring the campus to life—socially, culturally, and academically. • Complete and submit a Terms of Reference for the campus advisory group by Week 1 of Semester 1, outlining its purpose, membership, meeting schedule, and decision-making processes. • Submit a Campus Vision & Strategy Statement by Week 3 of Semester 1, detailing goals, proposed initiatives, and engagement strategies. Ensure alignment with UNSA's Strategic Plan, SRC Vision, broader university goals and the unique character of your campus. • Develop a semester-based action plan that outlines key priorities, timelines and success indicators. • Demonstrate progress through regular reporting and reflection, showcasing how student feedback and advisory group input are shaping meaningful improvements to the campus experience.
Meetings	**Advisory Group Meetings** • Chair Advisory Group 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 Advisory Group Members 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 Advisory Group Members and UNSA members to encourage participation and quorum.
Reporting & Documentation	• Submit monthly reports to the SRC in alignment with established reporting deadlines and inclusions, such as impact evaluation and Advisory Group activity log (discussions, decisions, and actions taken) • Provide post-event and initiative reports detailing attendance data, participant feedback, and reflections on impact and outcomes. • Maintain comprehensive records of Advisory Group activities, including action tracking and follow-up. • Contribute to semesterly review process. • Ensure all reports are submitted ≥10 days prior to scheduled SRC meetings. • Maintain confidentiality and sensitivity, using coded or general language when necessary. • Uphold strict confidentiality regarding student and stakeholder information, ensuring all records are accurately and securely entered into the appropriate systems.
Stakeholder Engagement	• Build and maintain meaningful relationships with stakeholders across the campus, including student-facing services, academic staff and support units. • Collaborate to enhance student support, representation, and access to campus-specific resources. • Establish ≥1 new external partnership per semester relevant to your campus community (e.g., local advocacy groups, service providers, community organisations). • Demonstrate tangible outcomes from stakeholder relationships, such as co-hosted campus events or initiatives, shared resources, or increased student engagement or improved access to support services • Maintain quarterly contact with: o ≥2 existing external partners relevant to your campus o ≥2 University stakeholders aligned with student experience priorities.
Communication & Collaboration	• Maintain clear, consistent, and professional communication with the UNSA operational team and fellow student representatives, including advisory group members. • Respond to communications from the UNSA operational team within the following timeframes: o Within 3 business days for messages delivered via instant channels o Within 5 business days for formal communications

	○ Within 1 business day for urgent messages. • Respond to Advisory Group members within 5 business days, or sooner if the matter is urgent. • Participate in scheduled check-ins with the Advocacy & Governance Team. • Collaborate with UNSA's communications team to promote events, campaigns, and student opportunities relevant to the campus.
Representation	• Serve as UNSA's primary campus-level representative, ensuring alignment with UNSA's media and communications policies. • Represent UNSA professionally in public and media engagements when requested. • Represent student interests in campus-specific forums, meetings, advocating for local needs and priorities. • Serve on ≤2 UNSA advisory groups and ≥1 university committee or working group relevant to the student experience. • Engage actively with students and raise awareness of UNSA services and initiatives. • Maintain a consistent presence in student-facing spaces across campus, acting as a visible, approachable, and campus-based representative. • Log at least 5 hours per semester across multiple UNSA student-facing events and/or services, with activities documented in accordance with UNSA's reporting processes.
Advocacy	• Provide guidance, referrals, and advocacy where appropriate, ensuring alignment with UNSA's and the university's support pathways and values. • Maintain ≥3 entries per semester in the Advocacy Register, documenting instances where support, referral or intervention was provided. • Identify and escalate systemic issues affecting students at your campus to the UNSA Advocacy & Governance Team. • Collaborate with the university's Student Advocates team to ensure students are aware of available support services, including academic appeals, wellbeing resources, and equity-based assistance. • Participate in campus-specific consultations or feedback sessions to represent student concerns and contribute to institutional change. • Promote UNSA's advocacy campaigns and initiatives, especially those relevant to your campus (e.g., cost-of-living support, accessibility improvements, mental health awareness). • Ensure all advocacy activities are conducted with confidentiality, professionalism, and cultural sensitivity.
Event Development	• Provide input and support for UNSA-led events that align with the campus focus areas, ensuring representation of community needs and values. • Deliver ≥2 cohort-specific initiatives per semester, which may include:

	○ Larger-scale events (>100 attendees) of high complexity: e.g., festivals, panel discussions, keynotes ○ Small-scale activities (30-100 attendees) of moderate complexity: e.g. workshop, peer support circles, markets. ○ Activations (drop-in or passive engagement) e.g. stall at UNSA BBQs, pop-up booths, trivia etc. • Collaborate on ≥1 cross-campus initiative per semester. • Collaborate (co-design or support initiatives) with ≥1 student group/club per semester. • Consult on ≥1 UNSA event relevant to the X objectives and values.
Research & Feedback	• Proactively engage with the campus community to gather insights, identify emerging needs, and support advocacy through feedback and informal research. • Establish and maintain ≥1 regular communication tool relevant to your campus, such as a newsletter, social media thread, podcast, or bulletin board, to engage geolocated UNSA members, share updates, promote initiatives and encourage student input. • Support or initiate ≥1 research or feedback activity per semester focused on campus specific student issues to inform UNSA's advocacy efforts and improve the student experience. • Collaborate with the President and Advocacy & Governance Team to escalate key themes or systemic concerns raised by students at your campus.
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 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: ○ ≥1 formal handover session ○ ≥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	A Campus Convenor 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.