

Parents and Carers Officer

Duration	12 month term, or until the end of handover
Hours	5 hours a week, 46 weeks a year
Location	PARSA Office, Di Riddell Student Centre
Compensation	Stipend
Reports to	Equity Officer

Role Description: Parents and Carers Officer

The Parents and Carers officer has principal responsibility for representing the student members with parenting and caring responsibilities in line with the strategic direction of the organisation.

This role must be held by a student who is a parent or a carer, or who has lived experience as a parent or carer.

Tasks include:

- Act as a conduit for parents and carer student to identify areas requiring support & advocacy work and report any issues of concern with the equity officer and other stakeholders.
- Undertake projects to advocate for welfare of parents and carer students.
- Review the parenting facility on campus and devise ways to improve it.
- Organise community building events such as PARSA Playdate for parents and carers both on and off campus.
- Represent PARSA on relevant committees like family friendly committee and others as needed

Officer responsibilities – applies to all Executive team and Portfolio and College Officers
<ul style="list-style-type: none"> • Act as the first point of contact for students with questions or concerns, signposting students to the Students' Association's council members or staff, where appropriate.
<ul style="list-style-type: none"> • Promote and participate in PARSA activities that support the goals of the Strategic Plan including but not limited to O-Week, Social media engagement and other association-led events.
<ul style="list-style-type: none"> • Contribute to and influence University strategies through participation in ANU committees, PARSA campaigns, organisational working groups, and informal networking, to ensure that student interests are effectively represented. Some of these may relate to Officers' objectives, but many are often reactive, depending on issues that arise throughout the year.
<ul style="list-style-type: none"> • Uphold and advance the reputation of the organisation, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).
<ul style="list-style-type: none"> • Act as the first point of contact for students with questions or concerns, signposting students to the Students' Association's council members or staff, where appropriate.
<ul style="list-style-type: none"> • Promote and participate in PARSA activities that support the goals of the Strategic Plan including but not limited to O-Week, Social media engagement and other association-led events.

Key Relationships:

- **PARSA:** Equity Officer and other equity portfolio officers, President and executive team, PARSA staff
- **Members:** student members with parenting and caring responsibilities
- **University:** Deputy Vice-Chancellor (Student University Experience), Family friendly Committee, ANU Wellbeing, Respectful Relationships
- **External organisations:** ANUSA, CAPA, CISA, NTEU, UA, other relevant community organisations and stakeholders

Additional Info: None