

# Welfare Officer

<b>Duration</b>	12 month term, or until the end of handover
<b>Hours</b>	5 hours per week
<b>Location</b>	PARSA Office, Di Riddell Student Centre
<b>Compensation</b>	Eligible for honoraria
<b>Reports to</b>	Equity Officer

## Role Description: Welfare Officer

The Welfare Officer will lead PARSA’s welfare activity under the direction of President and organisation’s strategy.

Tasks will include:

- Keep up to date the range of services offered by ANU Counselling, Wellbeing, RRU, PARSA, ANUSA, and external organisations that support a postgraduate student who may be going through difficulties in their work, studies or life. Review the services provided by these organisation and devise strategies for improvement of the services where appropriate.
- Organise and promote PARSA’s welfare initiatives such as Wellness Week, mental health training, and support initiatives for HDR students etc. and promote student assistance
- Consider and collaborate with PARSA on campaigns that aim to achieve a positive outcome on an area in need (for example, student accommodation, sexual assault, mental health awareness, domestic violence, etc.).

Officer responsibilities – applies to all Executive team and Portfolio and College Officers
<ul style="list-style-type: none"> <li>• Act as the first point of contact for students with questions or concerns relating to their personal welfare, signposting students to the PARSA representatives or staff where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• 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 PARSA-led events.</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<ul style="list-style-type: none"> <li>• Uphold and advance the reputation of PARSA, attending and speaking at official ANU and other relevant stakeholder events and ceremonies as appropriate (e.g. O-Week talks, graduation).</li> </ul>
<ul style="list-style-type: none"> <li>• Act as the first point of contact for students with questions or concerns relating to their personal welfare, signposting students to the PARSA representatives or staff where appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>• 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 PARSA-led events.</li> </ul>

## Key Relationships:

- **PARSA:** President and executive team, other PARSA officers, PARSA staff
- **Members:** All student members of PARSA

- **University:** SCAPA, ANU leadership
- **External organisations:** ANUSA, CAPA, CISA, NTEU, UA, other relevant community organisations and stakeholders

**Additional Info:** None