

University of Bath Students' Union – Nightline

Nightline Rota Manager

Duties and Responsibilities

- Has responsibility for admittance to and maintenance of secret volunteer group on Facebook, 3 Rings, and key access in the library.
- Maintains a current list of volunteers, and in the case of placement students, returning volunteers.
- Monitors the volunteers signing up for shifts, including managing having enough people on duty of each role.
- Complete the on-call debriefing, and be on call approximately once a week.
- Where there are difficulties with volunteers these should be discussed with the committee, before deciding a course of action. The SU Community Officer and Advice and Community Manager will be kept informed of any difficulties
- With the Nightline Committee member responsible for attending regular meetings with the SU.

Time commitment

First Semester- 4 hours per week
 Second semester- 4 hours per week
This is in addition to the listening volunteer role.

Accountable to

Nightline Co-ordinators, SU
 Community Officer, Advice &
 Community Manager

Venue

Advice & Support Centre
 Potential meeting venues

Supported by

SU Community Officer and Advice
 and Community Manager

Opportunity

- Develop communication skills
- Develop ability to reflect on and respond to situations
- Develop ability to support others.

Benefits

Skills gained; CV enhancement;
 support from SU Community Officer
 and other key staff and officers;
 contribution towards Bath Award

Useful previous experience

Leadership, Management, Volunteering

Training and support

Training offered in management,
 support and communication

Skills gained: Participating in this opportunity will enable you to develop and practise the following skills (marked ✓)

Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation		People management	✓	Organisation/planning	✓
Decision making	✓	Negotiation		Marketing	

Others (as specified below):
 Event Management

For further information, contact:

sucommunity@bath.ac.uk or
suadvice@bath.ac.uk

Website:

<http://bath.nightline.ac.uk/>

