

**University of Bath Students 'Union – Nightline**

**Nightline External Co-ordinator**

**Duties and Responsibilities**

- Jointly with the SU Community Officer, liaises with the National Nightline Association, Students' Union including the Advice and Support Service and University services as required.
- Is the outward face of Nightline, including representing Nightline at the Diversity and Support Exec meetings, SU meetings, with other members of the Nightline committee, and attending regional and national conference.
- Oversees the completion of all Good Practice Guidelines related documents, policies and procedures in line with National Nightline policies.
- Manage the on-call volunteer system.
- Be on call approximately once a week.
- Listed as National Nightline Contact and named on all documentation limited to affiliation fees to National Nightline.
- Liaise with external groups for collaboration
- Jointly with the Internal Coordinator, oversee responding to Nightline emails
- Be co-chair of committee meetings.

**Time commitment**

First semester 4 hours per week  
Second Semester 4 hours per week  
**This is in addition to hours as a listening volunteer.**

**Accountable to**

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
- Leadership

**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 management 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					
<b>For further information, contact:</b> <a href="mailto:sucommunity@bath.ac.uk">sucommunity@bath.ac.uk</a> or <a href="mailto:suadvice@bath.ac.uk">suadvice@bath.ac.uk</a>			<b>Website:</b> <a href="http://bath.nightline.ac.uk/">http://bath.nightline.ac.uk/</a>		