

University of Bath Students' Union – Nightline

Nightline Internal Co-ordinator

Duties and Responsibilities

- Oversees the duties of Welfare Officer, Training officers, Information officer, Rota Manager and Publicity officer.
- With the External Co-ordinator and other Nightline Committee members attend monthly meetings with the SU.
- Is responsible for any discipline issues with volunteers, see discipline policy.
- Jointly with External Co-ordinator be On-Call for each running shift.
- Be co-chair of committee meetings.
- Complete the on-call briefing and be on call approximately once a week.
- Jointly with the External Coordinator, oversee responding to Nightline emails
- Maintain room upkeep and jointly with the Welfare Officer, ensure the snack box is well stocked with snacks and breakfast items.

Time commitment – average

First Semester- 4 hours per week
Second semester- 4 hours per week

This is in addition to the hours as 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

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

For further information, contact:

Website:

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



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