University of Bath Students' Union – Nightline

Nightline Information Officer

Duties and Responsibilities
- Responsible for ensuring that Nightline holds a range of information that may be required by student callers.
- Responsible for updating information and adding new information as required.
- Ensure that all Nightline volunteers are aware of information and where to locate it.
- Encourage all members to highlight any gaps in the information available.
- Provide an information session for new volunteers during the training session.
- Maintain the Bath Nightline website, and the Nightline webpage on BathStudent.com
- Responsible to the Nightline Co-ordinators
- Complete the on-call briefing and be on-call approximately one night a week.
- With the Nightline Committee meet with representatives of the SU on a regular basis.

Time commitment
First Semester- maximum of 4 hours per week
Second semester- maximum of 4 hours per week
This is in addition to hours as a listening volunteer.

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/