

University of Bath Students 'Union – Nightline

Nightline Training Officer (2 posts)

Duties and Responsibilities

- Jointly with Committee and second training officer organises and plans training.
- With second training officer run one training weekend and one retraining evening per Semester.
- Ensures an adequate standard of training for all volunteers.
- Annually reviews training materials
- Ensures that there is a hand over to the incoming Training Officers.
- Maintains the list of interested volunteers for upcoming training
- Liaises with new volunteers on the dates of the training
- Debriefs volunteers after a minimum of taking three telephone calls.
- Complete the on-call briefing, and be on call approximately once a week.
- Ensures that the SU Community Officer is aware of the training dates, and the content of the training.
- With the Nightline Committee is responsible for attending meetings with the SU on a regular basis.

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

<http://www.bathstudent.com/nightline>