

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:



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

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