

University of Bath Students' Union – Nightline

Nightline Publicity Officer

Duties and Responsibilities

- Is responsible for the Publicity team.
- Responsible for Nightline's presence on campus including representation at SU fairs/events, Nightline run events and all information given out by Nightline.
- Maintains all Nightline social media, including Twitter and Facebook.
- Organises the advertising of training days for volunteers jointly with the Training Officers.
- Complete the on-call briefing and be on-call approximately once a week.
- With the Nightline committee attend regular meetings with the SU.

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:

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

Website:

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