

University of Bath Students' Union – Nightline

Nightline Secretary/Treasurer

<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Responsible for checking Nightline finances. Reports on Nightline finances to both Nightline Committee and the Students' Union Maintain digital record of the call log and produce call statistics on a regular basis, analysis of calls to be provided to committee on a monthly basis and to the SU twice a semester. Ensures disposal of sensitive documents when no longer needed. Records and types up minutes of all Nightline meetings. Complete the on-call debriefing, and be on call approximately once a week. With the Nightline Committee meet with the SU on a regular basis. 	<p>Time commitment First Semester- 4 hours per week Second semester- 4 hours per week This is in addition to the listening volunteer role.</p> <hr/> <p>Accountable to Nightline Co-ordinators, SU Community Officer, Advice & Community Manager</p> <hr/> <p>Venue Advice & Support Centre Potential meeting venues</p> <hr/> <p>Supported by SU Community Officer and Advice and Community Manager</p>																								
<p>Opportunity</p> <ul style="list-style-type: none"> Develop communication skills Develop ability to reflect on and respond to situations Develop ability to support others. 	<p>Benefits Skills gained; CV enhancement; support from SU Community Officer and other key staff and officers; contribution towards Bath Award</p>																								
<p>Useful previous experience Leadership, Management, Volunteering</p>	<p>Training and support Training offered in management, support and communication</p>																								
<p>Skills gained: Participating in this opportunity will enable you to develop and practise the following skills (marked ✓)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Written communication</td> <td style="width: 10%;">✓</td> <td style="width: 25%;">Teamwork</td> <td style="width: 10%;">✓</td> <td style="width: 25%;">Financial management</td> <td style="width: 10%;">✓</td> </tr> <tr> <td>Verbal communication</td> <td>✓</td> <td>Time management</td> <td>✓</td> <td>IT</td> <td>✓</td> </tr> <tr> <td>Delegation</td> <td></td> <td>People management</td> <td>✓</td> <td>Organisation/planning</td> <td>✓</td> </tr> <tr> <td>Decision making</td> <td>✓</td> <td>Negotiation</td> <td></td> <td>Marketing</td> <td>✓</td> </tr> </table> <p>Others (as specified below): Event Management</p>		Written communication	✓	Teamwork	✓	Financial management	✓	Verbal communication	✓	Time management	✓	IT	✓	Delegation		People management	✓	Organisation/planning	✓	Decision making	✓	Negotiation		Marketing	✓
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<p>For further information, contact: sucommunity@bath.ac.uk or suadvice@bath.ac.uk</p>	<p>Website: http://bath.nightline.ac.uk/</p>																								