Canterbury Nightline

Role Description

**Role Title:** Canterbury Nightline Publicity Volunteer

**Responsible to:** Canterbury Nightline Publicity Coordinator

**Key Contacts:** Canterbury Nightline Publicity Coordinator, Shannon Higerty of Kent Union

About Canterbury Nightline

Canterbury Nightline launched in January 2018 covering all students at Canterbury Christ Church University and the University of Kent. The service provides a confidential non-judgemental listening service by phone, instant messenger, and email to students between 8pm and 8am five days a week.

Once appointed volunteers are asked to commit to volunteering until the end of the academic year (July 2021) when they can then decide if they wish to volunteer for another year.

# Responsibilities

## Principles

* Uphold the Nightline Principles:
  + Anonymous
  + Confidential
  + Non-judgemental
  + Non-directional
  + Non-advisory
* Not to disclose the identity of any volunteer to anyone outside of the Nightline.
* Ensure the location of the Nightline Space is kept confidential within the Nightline
* Follow all policies and procedures to ensure the principles are upheld

## Responsibilities

* Keep the Nightline social media pages updated, and any other forms of social media created
* Attend Freshers Fair and other promotional events across both universities
* Be the student faces of Canterbury Nightline
* Ensure the service is promoted across both universities and all campuses

# Benefit for volunteers

* An opportunity to develop skills that will be useful in later life
* Use your role to log time towards volunteering awards and other employability schemes
* Fantastic opportunity to gain experience and a reference
* Make a positive difference to the community and to other student’s lives

**For further information or to set up an informal meeting contact the coordinators at:**

recruitment@canterbury.nightline.ac.uk

##### Personal specification

|  |  | Essential/Desirable | How assessed |
| --- | --- | --- | --- |
| Qualifications | Be a student at either Kent or Canterbury university | Essential | Application Form |
| Be completing a relevant course e.g. Psychology or marketing | Desirable | Application Form |
| Have completed relevant CPD courses e.g. social media use, GDPR | Desirable | Application form |
| Experience | Social role in a society or group | Essential | Application form |
| Experience in managing social media accounts and emailing with professionalism | Essential | Application form |
| Skills | Ability to listen and respond appropriately | Essential | Interview |
| Ability to be organised and keep up with events and contacts | Essential | Interview |
| Upkeep professionalism and be aware of the Nightline project | Essential | Interview |
| An understanding of the importance of confidentiality | Essential | Interview |
| A good grasp of written and spoken English | Essential | Interview |
| Ability to follow policies and procedures | Essential | Interview |
| Attributes | Good team player | Essential | Interview |
| Socially confident | Essential | Interview |
| Reliable | Essential | Interview |
| Hardworking | Essential | Interview |
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